

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

[Section 1](#)

CFP No. UNW-AP-NPL- CFP-2021-007

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 (Kathmandu Time) on 26 August 2021.**

The budget range for this proposal should be NPR 100,000,000 – 110,000,000; NPR 15,000,000 for year 1 (2021-2022). The project will be implemented over five years from 2021 to 2025. The initial contract will cover the year 1 (2021-2022) only and the extension of agreement for remaining period will be subject to funding availability and satisfactory performance of the responsible party.

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>Annex B-1 Mandatory requirements/pre-qualification criteria</p> <p>Annex B-2 Template for proposal submission</p> <p>Annex B-3 Format of resume for proposed staff</p> <p>Annex B-4 Capacity Assessment minimum Documents</p>
<p><u>Section 2</u></p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex B-2 Template for proposal submission</p> <p>Annex B-3 Format of resume for proposed staff</p> <p>Annex B-4 Capacity Assessment minimum Documents</p>	

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

b. Proposal data sheet for Responsible Parties



Program/Project: Pathways from trauma to empowerment – fostering social norms change through storytelling and collective mobilization

Requests for clarifications due:

Date: 16 August 2021

Time: 17:00 (Kathmandu Time)

Program official's name: Ashma Shrestha

(via e-mail: technical-bid.np@unwomen.org)

Email: ashma.shrestha@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 18 August 2021

Time: 17:00 (Kathmandu Time)

Telephone number: 977-1-5523200

Pre bid meeting: 16 August 2021 at 3.00- 4.00 pm. Applicant may send the interest in email or can attend zoom meeting directly at

<https://unwomen.zoom.us/j/91316741419?pwd=Y0hmUWhSTDFLM2VxM29Bb0I3eTdNQT09>

Meeting ID: 913 1674 1419

Passcode: ^Lr5L*v

Proposal due:

Issue date: 9 August 2021

Date: 26 August 2021

Time: 17:00 (Kathmandu Time)

Planned award date:

20 September 2021

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

1 October 2021

TERMS OF REFERENCE

Pathways from trauma to empowerment – fostering social norms change through storytelling and collective mobilization

1. Background and Context

The COVID-19 pandemic has fundamentally shifted Nepal's socio-economic outlook and its efforts to achieve Agenda 2030 for Sustainable Development, including SDG 5 on gender equality. The devastating second wave has overwhelmed the health system. Adding to the health crisis, is the devastation brought by floods and landslides resulting from heavy monsoon rains in 2021.¹

The economy is also facing a downturn. The World Bank has indicated that the pandemic is expected to have lasting effects, after the economy contracted by 1.9 per cent in FY20. Gross Domestic Product is [projected](#) to grow by 2.7 per cent in FY21 and 3.9 percent in FY22. A study published by Nepal Rastra Bank in September 2020 showed that 61 percent of businesses closed entirely during the initial lockdown, resulting in a reduction in economic activities by 73.8 percent and estimated job losses of between 1.2 and 2 million². An estimated 31.2 percent of the population live close to the poverty line (earning between US\$1.90 a day and US\$3.20 a day) and are at high risk of falling into extreme poverty³. The top three needs identified were financial assistance (32%), employment (21%) and food (18%)⁴. Survey results from March 2021 show that while food insecurity across the country has decreased compared to estimates in April and August 2020, it remains higher than 4 years ago, and 16.8 percent of households (HH) had inadequate food consumption⁵. Back in January 2021, households declaring food as their top need included female-headed households, households with persons with disabilities (PWDs) and Dalit households⁶.

Meanwhile, political uncertainties, including the dissolution of Parliament's lower house in December 2020, the Supreme Court's (SC) February 2021 decision for its reinstatement, and announcement of the snap elections after dissolution of the house by the President for second time in May 2021, followed by the SC's decision to again reinstatement the House and order to appoint new Prime Minister in July 2021 have created frequent political transitions, and possible implications on the country's socio-economic recovery efforts going forward⁷.

The downstream effects of the crisis have been exacerbated by existing inequalities and shortcomings in the governance and service delivery systems. While all levels of government took important steps to provide short-term relief at the height of the crisis – including food aid to more than 1.9 million at-risk households and financial assistance to local businesses – concerted and coordinated effort is needed to ensure a full socio-economic recovery⁸.

The pandemic has deepened pre-existing inequalities, exposing vulnerabilities in social, political, and economic

¹ [Nepal: Flood and Landslides Situation Report](#)

² Nepal Rastra Bank. Macroeconomic Outlook. September 2020.

³ Nepal Development Update: Post-Pandemic Nepal - Charting a Resilient Recovery and Future Growth Directions (English). Washington, D.C.: World Bank Group. <http://documents.worldbank.org/curated/en/473551595429740654/Nepal-Development-Update-Post-Pandemic-Nepal-Charting-a-Resilient-Recovery-and-Future-Growth-Directions>

⁴ UNICEF. Child and Family Tracker: 6th Periodic Household Survey. January 2021

⁵ World Food Programme (WFP) & Ministry of Agriculture and Livestock Development, Government of Nepal. *The Impact of COVID-19 on Households in Nepal*. March 2021.

⁶ UNICEF. *Child and Family Tracker: 6th Periodic Household Survey*. January 2021.

⁷ World Bank. *South Asia Vaccinates*, p. 188. 2021. Access [here](#).

⁸ UN Framework UN Framework for Responding to the Socio-Economic Impacts of COVID19 in Nepal. Available at: https://un.org.np/sites/default/files/doc_publication/2021-03/UN%20Framework%202020.pdf

systems⁹. It has both laid bare and intensified discrimination across intersecting identities based on gender, sexuality, disability, caste, ethnicity and economic status. 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 vulnerabilities¹⁰. There are clear signs of recent gains in gender equality being threatened and even reversed.

Women, particularly from the marginalized communities, are more severely affected given their overrepresentation in the informal sector.¹¹ A UNDP survey published in July 2020 highlighted that 41 percent of women lost their jobs during the lockdown, compared to 28 percent of men¹². 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% 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.¹³ The gender pay gap further compounds this inequality with Nepali women earning only 70% of the earnings of their male counterparts.¹⁴ 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.¹⁵

Women, in particular single women, and adolescent girls have also had to bear a disproportionate burden of unpaid domestic work, hampering their 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 measures¹⁶ 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 partner violence, including marital rape and domestic violence, during the COVID-19 pandemic.^{17, 18 19} In Nepal, GBV also manifests itself through context-specific forms such as harmful practices, which include child marriage, dowry, witchcraft accusations and persecution, *chhaupadi*, *deuki*, *jhuma*, and *dhan-khaane*.²⁰ Evidence from previous crises around the world, whether triggered by conflict, natural disaster, or pandemics, shows that it is likely that COVID-19 and the measures to respond to it are

⁹ [policy-brief-the-impact-of-covid-19-on-women-en-1.pdf \(un.org\)](#)

¹⁰ 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

¹¹ 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.

¹² UNDP. *Rapid Assessment of Socio-Economic Impact of COVID-19 in Nepal*. Access [here](#).

¹³ MoWCSC, CARE Nepal, UN Women and Save the Children. (2020). *Rapid Gender Analysis on COVID 19 Nepal*. 2020. Access [here](#).

¹⁴ *Ibid*, p. 14.

¹⁵ 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.

¹⁶ The lockdown measures have been eased by the Government since 6 July 2021.

¹⁷ MoWCSC, CARE Nepal, UN Women and Save the Children. (2020). *Rapid Gender Analysis on COVID 19 Nepal, 2020*.

¹⁸ 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](#).

¹⁹ The Nepal Police recorded a total of 15,719 crimes against women, children, and senior citizens during the period of July 2019 - June 2020; out of them 11,738 (75 per cent) were cases of domestic violence. Other crimes included 2,144 cases of rape; 687 cases of attempt to rape, and 64 cases of child marriage. The National Women's Commission (NWC) helpline reported a significant increase in the number of calls related to domestic violence between the lockdown period of March 24, 2020, and July 21, 2020, with 412 calls recorded in the month of July compared to 119 calls in the month of March.

²⁰ Harmful practices emanate from a combination of deeply embedded patriarchal norms, customary practices, common beliefs and unequal power relations. In Nepal, these include child marriage, dowry, son preference, polygamy, witchcraft accusations and persecution, *chhaupadi* (a form of menstrual exile where women and girls sleep in small huts or animal sheds during menstruation and immediately after child birth), *jhuma* (a Buddhist practice of offering a daughter to a monastery to bring good fortune to the family), *deuki* (offering a Hindu girl to a temple for ceremonial purposes), and *dhan-khaane* (receiving money for solemnizing the marriage of a child).

exacerbating the risk factors associated with harmful practices.

It is critical to remember that whilst emergencies such as COVID-19 can compound discrimination and exacerbate risks, they can also provide opportunities for addressing the existing inequalities and promoting transformative change. Crises change social and cultural structures quickly, which can serve as opportunities to redefine gender norms and contribute to addressing deep-seated power inequalities and harmful practices.

Justification

UN Women recognizes the importance of an integrated approach to tackling structural gender inequality and transforming social norms and ending harmful practices. One of the key approaches adopted by UN Women Nepal Country Office in its current Strategic Plan (2018-2022) is storytelling for tracking social norm change as well as programming. People have always told stories. Stories allow for people to deal with complex realities and contexts to make sense of their environment and lived experiences.

The initiative leverages the power of storytelling to measure and influence change in gendered power relations and social norms. It builds on the premise that women and girls are the best sources for self-identifying indicators for complex and hard to access dimensions of change in gendered power relations and social norms. The overall objective of this initiative is to understand and measure the patterns of change in social norms and harmful practices through storytelling and find pathways to influence relations between individuals and across social institutions (household, community, market and state) for more transformative programming for gender equality.

An underlying principle for this initiative is that storytelling should not be extractive. Given that stories often delve into themes and topics that may otherwise be hidden and deemed 'undiscussable'; and may involve the sharing of narratives/experiences that are traumatic. It becomes important therefore to identify pathways that can support storytellers to move from trauma to empowerment. Interventions on GBV show that the difference between a victim and a survivor—what enables an individual to transform from one to the other—is most often critically linked to the support they receive. In the absence of vital services and support, individuals may remain in isolation, disempowered and unable to transition beyond their victimization. Conversely, with the right support, an individual can ultimately impact their entire community by gaining and applying skills and realizing their leadership potential.

UN Women Nepal signed a Memorandum of Understanding (MoU)²¹ with MoWCSC in 2019 to work collaboratively in advancing gender equality and women's empowerment in Nepal, in line with the United Nation's Development Assistance Framework. In contribution to the MoU and National Gender Equality Policy 2077²², the initiative seeks to empower storytellers by providing women and girls with an opportunity to strengthen their voice, insight and agency by sharing their experiences, opinions and recommendations. To facilitate this, UN Women has adopted a comprehensive rights-based approach which seeks to address women and excluded groups' practical and immediate needs in the evolving COVID-19 context, as stated in COVID-19 Nepal Preparedness and Response Plan²³. This is accompanied by interventions to support women recover/rebuild their livelihoods, adversely impacted by the pandemic; as well as enhance their collective leadership for political engagement and movement building for social change. Intervention on livelihood aligns with UN Women NCO strategy on women's economic empowerment (WEE) which underpins the criticality of taking holistic and multi-layered approach which can take flexible forms to provide tailored support to individual women and excluded groups. UN Women NCO sees women's economic empowerment as a complex and multi-

²¹ 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.

²² The national gender equality policy says the government will discriminatory barriers to the socio-economic development of women, children and adolescent girls; end gender-based violence; adopt gender-responsive governance system; and achieve economic empowerment of women. For details, see (<https://mowcsc.gov.np/en/acts-rules/1/2556674>).

²³ https://nepal.un.org/sites/default/files/2021-01/10_January_Revision_CPRP%202020%20consolidated%20FINAL%5B6%5D.pdf

dimensional change process which can be triggered when women are provided with increased economic opportunities, new vocational skills, self-awareness, information, leadership opportunities and space and opportunities for their voices to be heard. Furthermore, NCO WEE strategy recognises that for gender relations to be transformed, the structures and environment that underpin them have to change.

In alignment with the GBV strategy of UN Women NCO, the initiative will provide essential GBV services such as legal aid, psychosocial and mental health support and access to information to support the transition from victim to survivor. This will include initiatives to strengthen the availability and accessibility of helplines and counselling, including through community-based networks and counsellor. It will also promote help-seeking behaviour by conducting sensitization, training and providing referral pathways among women, girls and excluded groups experiencing GBV, or those at risk of GBV²⁴.

In this context, UN Women seeks to partner with national non-profit organization/consortium to implement the proposed intervention in four provinces, namely, 2, 3 (Bagmati), 6 (Karnali) and 7 (Sudurpaschim).

Each RP will be responsible for implementing the initiative in distinct locations. The RP applying for Group A will implement the initiative in provinces 2 and 3 (6 local government units (LGUs)), and Group B in provinces 6 and 7 (10 LGUs)²⁵. The applying agency should clearly mention which group they are applying for. Only the electronic submissions will be accepted.

Objectives

The specific objectives are as follows:

- i. To address women's practical needs and gender-based vulnerabilities through the provision of essential supplies and services to enable them to meet their immediate socio-economic needs in the COVID-19 context.
- ii. To enhance women and excluded groups' capacity, voice and agency to understand and internalize the issues of gender equality and social inclusion and to foster social norm change at community levels.
- iii. To strengthen economic security of women and excluded groups, providing sustainable livelihood opportunities, with a focus on re-skilling and supporting women's collectives.
- iv. To support collective mobilization of women and excluded groups for leadership, movement building and advocacy for social norm change.

v. Scope of Work

To achieve the above objectives, the responsible party is expected to implement the below activities in close collaboration with key stakeholders namely the; select local and provincial governments particularly Ministry of Social Development; networks of excluded groups, including youth groups and people with disability; faith-based leaders; market actors; law enforcement officials and service providers.

Objective 1: To address women's practical needs and gender-based vulnerabilities through the provision of essential supplies and services to enable them to meet their immediate socio-economic needs in the COVID-19 context.

With the objective to support women and excluded groups meet their immediate practical needs, the responsible party will roll out the comprehensive relief package designed and piloted by UN Women in 2020.

²⁴ Strategy to Prevent and Respond to Gender-Based Violence in Nepal, 2021-2027, UN Women Nepal Country Office (April 2021)

²⁵ The LGUs for implementation of the initiative will be determined by the research sample locations and will be communicated later.

The comprehensive relief package includes a range of interventions to address women and excluded groups' practical needs in terms of food and non-food items as well as provisions for specific gender-based vulnerabilities. The key components to be rolled out under comprehensive relief package include the following.

Activity 1.1: In Kind Support

- 1. Access to food** – to address the immediate food insecurity of households, through the direct provision of rations/food supplies. If COVID-19 prohibitory measures are re-introduced, then facilitating access through household-level distribution should be explored, in keeping with government advisories/guidelines.
- 2. Access to energy** – linked to food security is the need for clean energy including for cooking. This need will be addressed through the supply of induction cookers, utensils and LPG cylinders. LPG cylinders should be considered only for those households/communities with limited/no supply of electricity. This will be accompanied by efforts to link these households to new and renewable energy sources, including solar energy as the pandemic is contained.
- 3. Access to essential supplies** – to address the immediate needs of households to maintain COVID related health and hygiene standards, essential supplies such as soaps, medicines, masks, sanitizers, sanitary napkins will be provided.
- 4. Access to information/ communication** – existing evidence suggests that women especially those from excluded groups have limited access to information. To address this gap, access to mobile phones, data cards will be facilitated.
- 5. Additional support for rural women** – for women engaged in subsistence agriculture/ livestock management, additional support will be made available in the form of animal/poultry feed, seeds, so that they can continue to sustain their livestock and small farms/kitchen gardens.
- 6. Access to essential health services**— women will also be supported with information as well as referral support to access essential health services including psycho-social support, trauma counselling, GBV related support including legal aid.

Activity 1.2: Support to cash-based intervention

In addition to the in kind-support, the comprehensive relief package incorporates cash support to the same groups of women and excluded groups identified for in kind support. This component will be aligned to UN Women's ongoing efforts to provide cash support to women from the most excluded groups, in select locations. The cash support will be channelled directly through UN Women's existing partnerships with sister UN agencies²⁶. To facilitate implementation of the cash-based support, the Responsible Party will be responsible for the following:

1. Coordination support to secure permission from the local government to implement cash-based support programmes
2. Support collection of detailed information of selected women and excluded groups for cash-based support that includes household composition, bank account details and other relevant information as required. In case the selected women beneficiaries do not have bank account, support women beneficiaries to open bank account in the nearby bank, including in some cases support to secure citizenship/identity documents.
3. Sensitize communities on the objective of cash- based support programme, eligibility criteria for the

²⁶ The RPs will provision budget only for the field level coordination and community engagement as outlined in the TOR. RP should not provision budget to transfer to participants as cash will be directly transferred by UN Women through its existing platform to participants identified by RPs.

support and targeted utility of cash provided to the beneficiaries.

4. Submit the post support monitoring report on impact of cash-based support.

Note: Selected responsible party will draft the eligibility/vulnerability criteria for the in-kind and cash-based support programmes and finalise in consultation with UN Women. The eligibility/vulnerability criteria will also be informed by the criteria developed to collect stories under the research component.

Activity 1.3: Mapping of essential services and delivery of psychosocial and legal support

In close collaboration with the grassroots women’s organizations, the responsible party shall:

1. Conduct a mapping of essential services including psychosocial counselling and legal support that are available for people including from the most vulnerable and excluded groups at the local level.
2. Link participants to a functional toll-free 24-hour helpline numbers/services for psychosocial counselling and GBV related support including legal aid. This can include use of existing toll-free helpline number operated by UN Women’s existing partners and other service providers as and where applicable or setting up new helpline numbers where such services do not exist.
3. Provide online training to counsellors and engage them to provide quality counselling services to women at the community level through telephone and online platforms.
4. Provide referral support to women living with severe mental health conditions and psychosocial disabilities for treatment and care, in coordination with relevant stakeholders and service providers.
5. Provide legal aid support to GBV survivors in close coordination with the service providers and local authorities.

Scope of activities under Component 1:

Activities	Description and Quantity	Timeline
Activity 1.1: In-Kind Support	Food items: Rice-30 kg; Lentils-3 kg, Salt-1 kg, cooking oil-2 litres; Cereals-1kg and Sugar-2 kg - for 1,000 households (average 5 persons) Periodicity: (Monthly basis for 3 months)	Year 1 – Year 2
	Non-food items/essential supplies: Soap-6pcs, Detergent-1 kg, Sanitary pad (cotton pad)-: 12 pcs; Basic medicine such as Paracetamol (30 tablets), Dettol (1 bottle), Cotton (1 roll) and ORS (6 packets) – for 1,000 households (average 5 persons) Periodicity: (Monthly basis for 3 months)	Year 1 – Year 2
	Energy saving/solar energy equipment: 1 LPG and 1 induction cook-stoves - for 1,000 households one time	Year 1 – Year 2 (one time)

	Seeds/vermi-compost to rural women households: Seed bag (50gm of Brinjal, 50gm of Chili, 50gm of Radish Seed, 50gm of bitter gourd) and Vermi Compost (Organic Fertilizer) (2 packet = 4 Kg per HH) – for minimum 600 households (rural women farmers and HH with kitchen gardens) one time	Year 1 – Year 2 (one time)
	Mobile phones and data cards: 1 standard/basic mobile phone (not exceeding NPR 3000 per set) and 1 data card (of NPR 500) – for 1,000 households one time	Year 1 – Year 2 (one time)
Activity 1.2: Support to cash-based intervention	1,000 households and two awareness raising programmes per district in local language	Year 1 – Year 2
Activity 1.3: Mapping of Essential Services and Delivery of Psychosocial and Legal Support	A functional toll-free 24-hour helpline numbers/services	Year 2 – Year 5
	Online training to counsellors: Two-hours sessions in every two months and half day refresher session in every four months	Year 2 – Year 5
	Counselling services and legal aid support to the community (through telephone or internet) on need basis: Minimum 25-20 survivors per district per month	Year 2 – Year 5
Activity 1.4: Update and disseminate RTI booklet	1,000 RTI booklet (printed copy) disseminated among 1,000 households	Year 3

Objective 2: To enhance women and excluded group’s capacity, voice and agency to understand and internalize the issues of gender equality and social inclusion and to foster social norms change at community levels.

The selected responsible party shall mobilise and facilitate establishment of self-help groups with women and excluded groups within the target communities to enable sustained engagement and reflection on the issues of gender equality and social inclusion. The self-help groups will meet at regular intervals to discuss issues using the feminist pedagogy to enhance their consciousness about the inequalities around them. The aim of these dialogues and engagement is to facilitate the building of social capital among the women and excluded groups as well as movement building for social norms change.

The specific themes and issues for the discussions will be guided by the findings of the research component of the initiative. The discussion tools and training manuals based on the research findings will be provided by UN

Women.

Activity 2.1: Mapping and engagement with self-help groups:

The responsible party shall map out the existing self-help groups to identify and engage with women and excluded groups such as people with disabilities, LGBTIQ+ and youth groups at the selected LGUs. The mapping exercise will provide information about the types of self-help groups, status, frequency of meetings and activities etc. The responsible party shall select the self-groups, at least 10 groups in each province, based on a Diversity Criteria in consultation with UN Women. In areas where such groups are not existing, the responsible party in consultation with local leaders and government shall facilitate the formation of such groups.

Activity 2.2: Training and Capacity Building:

The responsible party shall coordinate to nominate participants and conduct the following training.

- Three intensive Master Training of Trainers (MTOT)²⁷ shall be conducted over the project duration. The total number of days for the three MTOTs shall be 12 days. The participants for the training can be representatives from grassroots women's organisations, local NGOs and members of self-help groups.
- Three Training of Trainers shall be conducted to the facilitators (two from each self-help groups) of each of the self-help groups over the project duration. The total number of days for the two training shall be 10 days. At least two members from each of the self-help groups shall be nominated for the role of facilitator.
- Three province level training to 10 to 15 enumerators (for Component 1 – research) in each province for the baseline, midline and endline data collection. The participants shall have applied research sensibility and social mobilisation skills.

Activity 2.3: Group Mobilisation:

The responsible party shall provide logistical and technical support and mobilise trained facilitators to conduct monthly facilitated reflective discussions, as per the training manual, with selected self-help groups. The discussions will promote open communication within the groups to analyse and reflect upon the GESI issues that the group members face in their day to day lives and critically reflect to come up with solutions that they can take forward in their own communities. The manual and orientation materials will be used to support the discussions, analysis and planning processes to critically reflect and start open debates on social rules and norms affecting women and excluded groups' lives. The responsible party shall support the self-help groups to develop annual Community Action Plan for social norms change to initiate social mobilisation activities. The responsible party shall also provide logistical and technical support in implementing the Community Action Plans.

Activity 2.4: Network building at Provincial level:

The responsible party shall map the existing province-level networks working on social justice and rights and link the self-help groups representatives to such networks. In absence of such networks, the responsible party shall facilitate the establishment of networks of the self-help groups at Provincial levels in four selected provinces. The networks shall comprise of representatives of each of self-help groups and grassroots women's organisations/ women's groups active in the communities. The aim of the network is to bring together diverse groups under one umbrella where they can discuss, identify and take actions on key issues of concerns and discriminatory social norms that hinder the advancement of GESI in their communities. The networks will also serve as a platform to exchange ideas, provide support in advocating key issues and advocacy with the provincial governments on GESI issues. The network shall meet on semi-annual basis.

²⁷ The training package will be developed separately by a technical agency. The training tools will focus on enhancing individual consciousness, teamwork, group mobilization, advocacy and social mobilization on select GESI issues, as pre research outcomes.

Activity 2.5 Establishment of Resource Centre

The responsible party in coordination and partnership with local women’s group/grassroots women’s organizations and self-help groups establish one resource centre in each of the selected provinces. A small amount of institutional support shall be provided to set up the resource centre. The resource centre shall be accessible to women, excluded groups and PWDs. The purpose of the resource centre is to provide a safe space for women and excluded groups to seek information about available services; nurture intergenerational sharing and learning; and promote social cohesion. The resource centre shall have information materials on issues such as psychosocial counselling, GBV, health services; host local events/ dialogues to promote sharing etc. The space shall also serve as a meeting space for women to discuss and organise awareness raising activities. To sustain this initiative, advocacy with the local government to provide public space and matching funds for the establishment and running of the resource centre, should be considered.

Scope of activities under Component 2:

Activities	Description and Quantity	Timeline
Activity 2.2: Mapping and engagement with self-help groups	1000 persons	Year 1
Activity 2.1: Training and Capacity building	(MToT) = 25 persons*12 days	Year 2; Year 3 and Year 4
	Self-help group facilitators = Approx. 80 persons*10 days	Year 2 and Year 3
	Enumerators = Approx. 10 to 15 persons * 4 Provinces	Year 1; Year 3 and Year 4
Activity 2.3: Group Mobilisation	Monthly sessions with self-help groups	Year 2 to Year 5
	Logistical support to implement Community Action Plans	Year 3 to Year 5
Activity 2.4: Network building at provincial levels	Semi-annual meetings	Year 3 to Year 5
Activity 2.5: Establishment of resource centres	Resource centres established and running	Year 3 to 5

Objective 3: To strengthen economic security of women and excluded groups, providing sustainable livelihood opportunities, with a focus on re-skilling and support women’s collectives.

To support women and excluded groups recover livelihoods that are sustainable and gain access to decent work, the responsible party will provide support in the form of re-skilling, business development and financial inclusion, in line with emerging market needs. Initiatives to promote **digital literacy** among women from excluded groups will be designed and investment in **women’s collectives/cooperatives** will be made as a pivot

to strengthen women's bargaining power to access and control productive resources, deepen feminist consciousness, and promote economic resilience. This is echoed by lessons learnt from past and ongoing women's economic empowerment programmes in Nepal that demonstrate the **need for targeted and comprehensive support**, beyond vocational skills and entrepreneurship development training, to promote women's entry in the formal economy and their growth in higher value chains. To take this forward, the responsible party shall design and deliver the following activities.

Activity 3.1: Mapping of local resources and market need analysis.

Lessons learned from past and ongoing UN Women's WEE programmes highlight the need for a demand /market driven approach in developing and designing livelihood interventions, taking into consideration the available local resources and skill sets to ensure best utilization of the intervention and sustainability of women's income generation. Considering this need, the responsible party shall conduct a rapid mapping/analysis of the local resource as well as market needs in the implementation districts as well as potential markets in the adjoining districts/market hubs. For this, the responsible party is recommended to also refer to recent study/assessment on gendered impact of COVID-19 on local and national supply chains if available. Further, the RP is advised to closely engage with private sector stakeholder and entrepreneurs' association, in particular women's entrepreneur's association to assess the market practicalities from a gender lens and explore possible value chains/sector based on its potential for economic growth and gender equality to intervene in implementation areas. This entails selection of value chain/sectors based on integrated criteria that combine economic, environmental and social/gender concerns.

Activity 3.2: Selection and need assessment of participants for livelihood interventions.

The responsible party shall develop eligibility criteria to identify the project participants from excluded and vulnerable groups in consultation with UN Women and local stakeholders including government and project supported self-help groups. Based on the criteria developed, a list of 500 project participants will be selected for the livelihood intervention. Upon finalisation of the 500 project participants, the responsible party will conduct a needs assessment with a view to increasing their capacity and opportunities in livelihood activities at individual and collective level. The need assessment shall also take into account the vulnerability context, both internal and external of the selected project participants to better inform the livelihood interventions.

Note: The findings of the market analysis/local resource mapping and need assessment of participants will inform the finalization of the intervention package for sustainable livelihoods and leadership.

Activity 3.3: Design of the intervention package for sustainable livelihood and leadership

Building on the above analysis, the responsible party shall finalize the design and content of the livelihood support. For this existing training packages developed by the RP/UN Women can be further modified/adjusted. The support package must be holistic in support of economic and social dimensions of changes with the project participants to achieve their economic empowerment and its sustainability. The support package should include but not be limited to:

- **Re-skilling on relevant vocational and technical skills:**

With the objective of enhancing relevant skills to start/resume livelihood practices or enter the labour market, the initiative will design and deliver vocational and technical skills that enables 500 women and excluded groups to produce market-oriented products/services. The re-skilling component will leverage the existing skill sets of women and excluded groups from the local community and support them to expand their livelihood opportunities and strengthen their financial independence. Particularly, the re-skilling component will take into consideration the opportunities to support the inclusion of rural women in project identified rural industry value chains (on farm, off farm) to provide alternative livelihood strategies and develop rural women's business, increase added value and marketability of their products.

- **Provision of business development services (BDS)**

To support women for business startup and/or expand their business (individual/collective), the project will design and deliver **entrepreneurship development training** coupled with **regular/periodic business advisory and counselling support** on various aspects of starting, managing and developing an own business, product development, and marketing, post the entrepreneurship training. This will further involve capacity building and improving access to services related to **business registration/formalization, business plan development and business continuity**. Provision of BDS specifically focuses to promote women's collectives and group business to strengthen collective agency and voice for better negotiation and entry into formal markets. The project will promote at least 20 women collectives for group business/livelihood activities. The project will coordinate with the **Women's entrepreneurship Facilitation Centre at the local level** introduced by the federal government in the fiscal plan of 2021-22.

- **Promote women's collectives and their group business**

The responsible party shall apply a group/clustering approach to promote women's collectives. The initiative will promote at least 50% of the self-help groups (20 self-help groups) towards women's collective business unit/cooperatives to expand income and production capacity as a group/collective. By taking a group/cluster approach, participants would have a collective voice for bargaining a better deal to buy raw materials and sell products, capacity to accept orders in large scale, development of social capital among peers for psychosocial support, knowledge sharing, collective advocacy and networking and easier access to credits and other government led programmes. The RP will facilitate awareness raising, support group formation, orient on collective leadership and provide additional technical support to go through required process to establish and strengthen women's collective/group business. Technical support includes filling up registration forms, reviewing required documents and also facilitate the submission of the applications to related authorities. For the start-up of collective business, RP will support women's collective to secure resources from local government and provision of a **matching fund**²⁸ to women collectives in the project.

Further, the responsible party will provide technical and referral/facilitation support for networking at district and provincial level to establish linkages with private sector associations such as Federation of Women Entrepreneurs' Association of Nepal (FWEAN), Women Entrepreneurs Association Nepal (WEAN), Federation of Nepal Cottage and Small Industries (FNCSI), Federation of Cooperatives/Women's Cooperatives and other relevant networks/federations in respective districts/provinces so that beneficiaries can exercise leadership opportunities and access to the information, services and other support provided by the federations/associations.

- **Market linkage support**

The RP will support the project participants to connect with market actors in the respective value chains to sell their products/services. The market linkage support will explore opportunities to connect women entrepreneurs/collectives in the local and national supply chain as well as access e-commerce platform for digital marketing. To better position the products in the market, quality packaging and branding plays key role. The project will support women entrepreneurs/collective business to design labelling, good packaging and branding of products/business. Further, the project will support the participants to participate in **buyer seller meetings, business to business (B2B)** meeting, **business to customer (B2C)** meeting at local and national level through trade fairs and exhibitions and business promotion events. The initiative will support the project beneficiaries to organize and participate in local farmers market (Haat Bazaar) and connect them to local/national value chain.

- **Promote women's access to financial services, productive resources and other locally available services/resources.**

²⁸ The RP will provision a matching fund in the range of NPR 150,000- 200,000 for each women collective business

Women and excluded groups disproportionately face financial access barriers that prevent them to start up and/or expand business. The financial need has grown exponentially in the COVID-19 context. To address the financial need of women’s collective business, efforts will be made to link 500 selected women and excluded groups with the financial service providers. Targeted efforts will be made to enable women led businesses to access subsidized loan/stimulus package implemented by three tiers of government. The responsible party will draw on recommendations and entry points identified by the UN Women study on financial inclusion to conflict affected women which can be adapted to other women and excluded groups. Further, the responsible party will make additional efforts to link with the available services and productive resources at local level, linking them to government and other development partners livelihood interventions as and where applicable.

- **Developing digital literacy among women entrepreneurs for e-commerce and access to market information**

The responsible party will design and roll out digital literacy sessions to 200 project participants to equip them with necessary knowledge and skills to access information, services and e-commerce platform in the changed landscape with increased emphasis on online marketing and e-commerce. The responsible party will design a training manual responsive to the need of project participants and take into consideration the practicalities of women from project locations, availability of digital assets and literacy level of participants. The responsible party is advised to select the mobile phone support under comprehensive relief package that aligns the basic requirement for digital literacy, access to e-commerce platform and online marketing.

Scope of activities under Component 3:

Activities	Description and Quantity	Timeline
Activity 3.1: Mapping of local resources and market need analysis.	One time, in project locations and adjoining markets	Year 2
Activity 3.2: Selection and need assessment of participants for livelihood interventions.	500 participants	Year 2
Activity 3.3: Design of the intervention package for sustainable livelihood and leadership	Re-skilling support on relevant vocational and technical skills for 500 women	Year 2 – Year 4
	Provision of business development services (BDS): 500 women and excluded groups	
	Promote women’s collectives and their group business: At least 50% of self-groups (20 self-help groups)	Year 3 – Year 4
	Market linkage support: 20 self-help groups and associated 500 women and excluded group member	Year 3-Year 4
	Promote women’s access to financial services, productive resources and other locally available services/resources: 300 women and excluded groups	Year 3-Year 4

	Develop digital literacy among women entrepreneurs for e-commerce and access to market information: 10 sessions for 200 women	Year 3 – Year 4
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Objective 4: To support collective mobilization of women and excluded groups for leadership, movement building and advocacy for social norm change.

While an individual can alter one’s attitude or behaviour concerning a certain practice or belief, movements for social change gain power in groups. Communities are composed of individuals and networks that interact with each other in myriad ways and changes in one part of the social system have effects on the other. This component of the initiative will focus on movement building and strengthening coalitions between women’s rights groups and other social justice movements, to amplify advocacy for social norm change. focus of the collective mobilization of women and excluded groups along with other groups such as youth, men and boys and inter-faith leaders is to facilitate in building coalitions among women’s rights groups and other social movements and collectivise to demand and shape public and political life as well as to develop a critical mass of individuals (also known as early adopters) in the community who will serve as “triggers” for social change.

The social mobilisation activities listed below shall be led by the self-help groups, as part of the community action plans, with technical and logistical support from the responsible party.

Activity 4.1: Intergenerational dialogues on social norms change with excluded groups including LGBTIQ+, PWDs, Dalit groups

Mobilizing communities to promote favorable social norms, attitudes, behaviors and alternative power ideologies is key to achieving transformative change. Building on the interventions with self-help groups, the responsible party shall carry out participatory **intergenerational dialogues** with women and excluded groups, men and boys, youth and inter-faith leaders on gender roles, power ideologies, violence, and harmful practices, to transform community members into change agents.

Activity 4.2: Reflective sessions and dialogue with men and boys

Achieving gender equality is about transforming unequal gendered power relations. The responsible party shall engage with men and boys, including youth groups and interfaith leaders, through series of participatory reflective sessions on hegemonic masculinity, traditional perceptions of manhood and power dynamics to empower them as gender advocates to recognize and transform their power and privilege to create a more gender just society.

Activity 4.3: Enhancing leadership of women and excluded groups

Competent leadership skills and updated knowledge on gender related policy and programs across sectors is pre-condition to enable excluded and vulnerable women to participate and represent their interests in social, economic and political forums and decision making. Given that all elections at all three levels will fall with the project period, this is also an opportunity to equip women from self-help groups with necessary leadership skills to compete and hold public offices. To enhance leadership skills and prepare women and excluded groups that are part of self-help groups to lead social, economic and political forums, the responsible party shall design and deliver seven days TOT and cascade training package. The package includes but not limited to leadership, public speaking, dialogue and negotiations skills, national and local policies related to women’s socio-economic and political empowerment, gender bylaws, gender and social inclusion and local level planning process. TOT shall also include sessions on legal rights, entitlements of women and responsibilities.

Activity 4.4: Movement building

While addressing the critical challenges posed by the COVID-19 pandemic, it is important to recognize that the crisis provides us with an opportunity to strengthen women’s voice and leadership across all preparedness and response efforts. Building on feminist principles on inter-dependence, solidarity and collective engagement, the responsible party shall also support women’s organizations and networks in their political engagement and public advocacy efforts.

Some of the suggested interventions at the local level can entail technical support to local and provincial governments to integrate a gender perspective in local development plans, relief packages, socio-economic recovery interventions as well as policy advocacy on right to quality public services including universal public healthcare services, universal social protection such as unemployment support, social housing and universal basic income. Further women’s groups/grassroots women’s organizations shall also be supported to monitor quality of services being provided, including at the quarantine centres.

The responsible party shall organise at least one multistakeholder dialogues, including key duty bearers, for policy advocacy in each LGU. The self-help groups, women’s networks/ groups and other excluded groups shall be engaged to identify key issues and concerns at local level. The issues emerging from stories shall also be taken into consideration for the dialogues.

Activity 4.5: Engagement with educational institutions

The responsible agency shall also develop and roll out prevention initiatives such as intergenerational dialogues, creative competitions etc with select educational institutions, to transform narratives around gender roles, masculinity, and harmful social norms, behaviours and attitudes that sustain and tolerate violence.

Activity 4.6: Development of communication products to support movement building and social mobilization

The responsible party shall develop, print and disseminate high-quality IEC materials such as posters, leaflets and radio public service announcements (PSAs), as required, to support the movement building and social mobilization activities. The IEC materials shall be developed in consultation with UN Women.

Activity 4.7: Community Theatre followed by discussions:

The responsible agency shall collaborate with theatre group/s to develop theatrical performances on the stories of women and individuals from excluded groups. The theatre groups will work closely with self-help groups to develop the drama scripts and perform the community theatres followed by discussions with the audiences. The purpose of the community theatre is to initiate deeper levels of conversation on discriminatory social norms

Scope of activities under Component 4:

Activities	Description and Quantity	Timeline
Activity 4.1: Intergenerational dialogues	Two dialogues in each selected LGU on social norms change with excluded groups including LGBTIQ+, PWDs, Dalit groups	Year 3 and Year 4
Activity 4.2: Reflective sessions and dialogue with men and boys	Training of trainers = 20 to 25 people from four provinces* 3 days	Year 3
	Discussion sessions with men and boys = at least 3 sessions in each selected LGU	Year 3

	Community engagement activities reaching at least 100 people in each selected district	Year 3 to Year 4
Activity 4.3: Enhancing leadership of women and excluded groups	ToT on leadership	Year 2
	Training to 250 women and excluded groups on leadership.	Year 2 to Year 3
Activity 4.4: Movement building	Technical support to the graduates of leadership training (ongoing), as required	Year 2 to Year 5
	Multistakeholder dialogues = 16	Year 3 to 5
Activity 4.5: Engagement with educational institutions	At least one institution in each LGU	Year 2 to Year 4
Activity 4.6: Development of communication products to support movement building and social mobilization	A mix of six communication products	Year 2 to Year 5
Activity 4.7: Community Theatre followed by discussions	8 performances	Year 3 and Year 4

vi. Strategic Approach

The proposed initiative will contribute to the UN Women’s Strategic Note 2018 – 2022 on “measuring social norms change through storytelling in Nepal and advancing the transformative shift towards gender equality.” The initiative has three components namely: (1) Storytelling research process – measuring, identifying and understanding social norms change; (2) Pathways from trauma to empowerment – fostering social norms change through storytelling; and (3) Collective mobilization – harnessing social norms change through creative forms of storytelling. The ToR covers Component 2 and 3 and complement to the Component 1 (research). The first component (research) will be implemented by another responsible party and the research findings will inform the activities of this intervention. Further, the self-help groups should be placed at the centre of the planned interventions. The responsible party shall have a team with diverse technical expertise to implement the intervention. Therefore, a consortium of CSOs with expertise in women’s rights, feminist principles, sustainable livelihoods, leadership and behaviour and social change communication will be highly recommended. The responsible party must consult with UN Women prior to making any changes in the initial programme strategy.

Given the current context of COVID-19, the submitting agency shall also propose how the planned activities will be carried out in case of partial or complete lockdown for the activities planned in Year 1 and 2 (2021 and 2022) so as to ensure the achievement of planned results.

vii. Coordination

While implementing the proposed initiative, the responsible party shall coordinate with key stakeholders including select local and provincial governments, networks of excluded groups, faith-based leaders, market

actors, law enforcement and service providers. In addition, the responsible party is also expected to provide coordination support in implementing the research component as well as its dissemination at the provincial and local level. This includes coordination with the local government authorities including social welfare council and district coordination office, and other relevant stakeholders.

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

Outcome NPL_D_1.1- National, provincial and local level authorities implement and develop evidence-based gender-responsive laws, plans and budgets to advance inclusive governance and access to justice in Nepal by 2022.

Indicative Indicators:

- i. Proportion of women and girls who reported ability to exercise voice, choice and feel secure.
- ii. Percentage of men and boys who express attitudes and engage in behaviours that challenge and change social norms and discriminatory gender stereotypes.

Outcome NPL_D_2.1- Vulnerable women's groups in Nepal have income generation opportunities and are resilient to climate change and disasters that affect their livelihoods by 2022.

Indicative Indicators:

- iii. Number of local leaders, institutional gatekeepers and community influencers, including traditional, religious and community leaders, express attitudes and engage in behaviours that challenge and change social norms and discriminatory gender stereotypes.

Output NPL_D_1.1.3: Excluded groups have, strengthened leadership capacity, voice and agency to demand accountability and transparency for inclusive governance and access to relief, services and justice at the federal and local levels advancing the implementation of SDG 5 and 16 across the development and humanitarian continuum.

Indicative Indicators:

- i. Number of peer support self-help groups established amongst the storytellers to support the transition from trauma to empowerment.
- ii. Number of intergenerational dialogues with men and boys, interfaith leaders and excluded groups on addressing discriminatory social norms and harmful practices.

Output NPL_D_2.1.1: Planet 50:50 Nepal advanced by engaging men, interfaith leaders, vulnerable groups and youth networks by addressing adverse social and economic norms, structural barriers, and gender-based discrimination.

Indicative Indicators:

- iii. Number of storytellers who receive the comprehensive relief package of cash, in-kind support, access to essential services and reskilling.
- iv. Number of community and interfaith leaders, youth networks and community-based organizations mobilized against harmful social norms and practices.
- v. Percentage of people (in UN Women project areas) reporting decreases in their practice of at least three discriminatory gender practices (Chaupadi, dowry, child marriage, son preference, mobility restrictions, unequal gender division of labour, gender gap in control over resources, and gender gap in leadership and decision-making roles).

ix. Project Period

September 2021 – October 2025. The project is divided into two phases with the Phase 1 covering time frame from September 2021 to December 2022. The second phase would cover January 2023 to October 2025. The extension of agreement for Phase 2 will be subject to funding availability and satisfactory performance of the responsible party.

x. Project Location

Province 2, 3 (Bagmati), 6 (Karnali) and 7 (Sudurpaschim) (Total 16 LGUs – 6 LGUs in Provinces 2 and 3; 10 LGUs in Provinces 6 and 7)

xi. 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
- Strategic partnership
- Knowledge sharing and resource mobilization
- Do not Harm
- Coordination with provincial and local government as per requirement

xii. Eligibility criteria

- Five to seven years of demonstrable organizational experience in working in humanitarian response, sustainable livelihoods and behavioural and social change.
- Sound knowledge and technical expertise on gender and intersectionality in humanitarian and development actions.
- 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.
- Proven organizational experience in building strategic partnerships, connections, and networks with relevant partners, including government agencies, community-based organizations at the provincial local level.
- Demonstrable commitment to working with women, girls and gender nonconforming/ nonbinary that are economically, socially, culturally, or otherwise excluded/or marginalized

xiii. Team composition

The team should consist of at least a Team Leader, Provincial/District Coordinator for each province, a Monitoring and Reporting Coordinator and a Behavioural and Social Change Communication Officer.

xiv. 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.

- The agency should ensure compliance with the recent GoN (Government of Nepal), UN Women and WHO guidelines ethical standards, while developing content and delivering services.

xv. Monitoring, Risk Mitigation and Learning 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 monitoring plan shall include proposed indicators and methodologies for baseline and endline data collection. The learning and documentation plan shall also include Knowledge Attitude and Practice (KAP) surveys to capture the knowledge, attitude and behaviour of key target groups such as men and boys, community leaders and youth.

Annex B-1

Mandatory requirements/pre-qualification criteria

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

Call for proposal

Description of Services:

CFP No.

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

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 ²⁹	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) ³⁰ .	
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

²⁹ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

³⁰ [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse"](#) (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

Section 2

CFP No. UNW-AP-NPL- CFP-2021-007

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 technical-bid.np@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

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

3. Eligibility

3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B-1. See point 4 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. 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 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.

7. Language of proposal

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.

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: 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)

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 (component 1)	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 (components 2, 3 and 4)	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 $(\$10.00/\$20.00) \times 30$ 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

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

Annex B-2

Template for proposal submission

Call for proposal

Description of Services:

CFP No.

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. ^[11]_[SEP]
- 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. ^[11]_[SEP]
- 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. ^[11]_[SEP]
- The figures contained in the Budget Sheet should agree with those on the proposal header and text. ^[11]_[SEP]

Result 1 (e.g. Output) Repeat this table for each result.								
Expenditure Category	Year 1, [Local currency]	Year 2, [Local currency]	Year 3, [Local currency]	Year 4, [Local currency]	Year 5, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel								
2. Equipment / Materials								
3. Training / Seminars / Travel Workshops								
4. Contracts						..		
5. Other costs ³¹								
6. Incidentals								
7. Other support requested						..		
8. Support Cost (not to exceed 8% or the relevant donor %)								
Total Cost for Result 1								

³¹ “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).

(Signature) (Seal)

(Printed Name and Title)

(Date)

Annex B-3

Format of resume for proposed staff

Call for proposal

Description of Services:

CFP No

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex B-4

Capacity Assessment minimum Documents

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

Call for proposal

Description of Services:

CFP No.

Governance, Management and Technical

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

Administration and Finance

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

Procurement

Document	Mandatory / Optional
Procurement Policy/Manual	Mandatory
Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (FRQ), Request for Proposal (RFP) etc.	Mandatory

List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes	
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Client Relationship

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