**Call for Proposals (CFPs) for Responsible Parties**

**(For International and National Organizations) in Somalia.**

**Description of Services:**

* **Description 1 :** Strengthening Women’s capacity in livelihoods, access to market, savings and enhancing sustainable business skills development in the IDPs and host communities in Baidoa and Kismayo.

**CFP No.** **CFP/SOM/2021/002/LEAP.**

1. **CFP letter for Responsible Parties**

UN WOMEN plans to engage international or civil society organizations in Somalia as defined in accordance with the CFP documents. UN WOMEN now invite proposals from qualified Women civil society organizations for providing the requirements as defined in the UN-WOMEN Terms of Reference (ToR). Proposals must be received by UN WOMEN at the address specified not later than **5:00 pm (Local time in Somalia) on 18 September 2021. Please note all timings are local in Somalia.**

**For Kismayo and Baidoa (one international or national organization):**

**The budget range for this proposal should be a total maximum** $410,000 under the Women's Leadership, Empowerment, Access, and Protection (LEAP) project in Somalia (Both Kismayo and Baidoa)

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| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by Organisations and returned with their proposal (mandatory)** |
| **Section 1** | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| 1. CFP letter for Responsible Parties 2. Proposal data sheet for Responsible Parties 3. UN Women Terms of Reference   **Annex B-1** Mandatory requirements/pre-qualification criteria | **Annex B-2** Template for proposal submission  **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |
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| 1. Instructions to Organisations |  |
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Interested Organisations may obtain further information by contacting this email address: [somalia.cfp@unwomen.org](mailto:somalia.cfp@unwomen.org)

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

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| **Programs/Projects:** Women's Leadership, Empowerment, Access, and Protection (LEAP) in Somalia | **Requests for clarifications due:** | |
|  | **Date: 13 September 2021** | **Time: 2:00pm Local time in Somalia** |
| **Program official’s name: Abdirashid Mohamed Abdi** | **(via e-mail:** abdirashid.abdi@unwomen.org**)** | |
|  |  | |
| **Email:** [**somalia.cfp@unwomen.org**](mailto:somalia.cfp@unwomen.org) | **UN WOMEN clarifications to proponents due:** | |
| **Issue date: 5 September 2021** | **Date: 14 September 2021** | **Time: 10:00am** |
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|  | **Proposal due:** | |
|  | **Date: 18 September 2021** | **Time: 5:00pm**  **Local Somalia Time** |
|  | **(via e-mail)** | |
|  | **Planned award date:**  **October 2021** |  |
|  |  |  |
|  | **Planned contract start-date / delivery date (on or before):**  **1 October 2021** | |

1. **UN Women Terms of Reference**

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| 1. Introduction   Incrementally  **Background/Context for required services/results**  **Women's Leadership, Empowerment, Access, and Protection (LEAP) Program in Somalia.**  UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the economic empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.  Most of the Somali people are dependent on livestock agriculture and forestry. According to the FAO, women account for about 45 percent of people involved in livestock management and crop and natural resource harvesting.[[1]](#footnote-2) This dependency is threatened by climate change a major concern that is noted to deepen humanitarian needs in the country with a huge impact on women’s livelihoods. Women and girls are consistently more vulnerable to drought as it places on them the triple burden; to survive, to care for their families, and to evade sexual violence. Evidence shows that food insecurity and poverty increase the prevalence of gender-based violence (GBV) where (i) Harmful Gender Norms and Gender stereotypes often used to justify violence against women; (ii) Hunger leads to increased gender-based violence and (iii) War and conflict[[2]](#footnote-3). For example, women traveling greater distances on insecure routes to collect water and firewood due to drought, increase their exposure to GBV. In turn, it also affects the availability and quality of GBV services, putting a further strain on survivors of GBV.  In Somalia, political instability, protracted conflicts and violence, cyclical climatic shocks (drought and floods), locust invasions, socioeconomic vulnerability and the prevailing COVID-19 continue to fuel the humanitarian crisis and negatively impact livelihoods, particularly for women and girls. The GBV Information Management System (IMS) 2020 data reported an increase of over 61%[[3]](#footnote-4) in GBV cases during COVID-19. COVID-19 has exacerbated existing challenges by severely impacting the livelihoods of women and further restricting their ability to guide and participate in decision-making processes. Furthermore, there are cases of ongoing struggles over limited resources and access to aid, often leading to tensions between host communities and IDPs because host communities are also affected by protracted conflict, drought, and deteriorating livelihoods.  Humanitarian needs in Somalia are largely driven by displacement[[4]](#footnote-5) with 2.6 million people internally displaced, and drought is listed as the main reason for 22% of displacement. In the past two decades, the frequency and duration of dry spells has increased, with unfavourable Gu (prolonged droughts) and Deyr rains (short rains) resulting in more intense and prolonged droughts. Moreover, while the mass scale-up of humanitarian assistance throughout 2017 prevented famine, both the displacement and the destruction of livelihoods that stemmed from the crisis have had wide-ranging effects that are still felt today.  The heightened incidents of Sexual and Gender Based Violence (SGBV) including female genital mutilation (FGM) and child marriage with limited access to essential services highlights the need for a multi-sectoral response to effectively deal with the discrimination and gender-based violence resulting from the economic and social stress coupled with restricted movement and social isolation imposed during COVID-19. Despite legislative, policy and political commitments, limited progress has been noted in eradicating these harmful practices, which hinder women’s participation in education, social and economic opportunities. UN Women through its research and program interventions have found that policies and legislation alone may not help achieve the full eradication of child marriage and FGM. For progress to be made, innovative approaches are needed through technology and best practices from South-South learning within and outside of the country.  In Somalia, the LEAP project funded by the Government of Japan seeks to provide an opportunity for the internally displaced persons (IDPs) particularly, women and girls and their communities to mitigate the impact of multiple crises on their livelihoods, reduce their exposure to GBV, and enhance their decision-making capacities in Jubaland and the Southwest States leveraging on ongoing initiatives by other development partners. It will also engage traditional leaders as key decision makers including clan and religious leaders in addressing negative social norms to prevent sexual and gender-based violence (SGBV) and remove structural barriers for engaging women with disabilities and marginalized women in agriculture and livelihood opportunities in Kismayo and Baidoa.  Enhance the opportunities livelihoods of crises affected communities through Climate Smart Agriculture (CSA):Based on the recommendations of a study undertaken by FAO covering Ethiopia, Kenya and Uganda and focused on Climate-Smart Agriculture, as well as analysis, and outcomes from the studies on market assessment and Gender, Climate and Conflict analysis. The project aims to promote and enhance the opportunities of climate-smart agriculture, livelihood enhancements, business skills for the Women in IDPs, crisis affected and host communities in Kismayo and Baidoa. The recommendations presented a business case for promoting climate smart agriculture, in the context of conflicts, drought and COVID-19. Thus, to mitigate the challenge of climate change, achieve food security and alleviate poverty, UN Women will support gender responsive actions to transform and reorient agricultural systems to effectively enhance the livelihood of crises affected communities. This will be achieved through sustainable food production for increased productivity and incomes, adapting and building resilience.  Capacity building of women and Women’s Organizations**:** According to FAO, dominant agricultural value chains in Somalia include production of maize, sorghum, livestock herding, cowpeas, sesame, cash crops and recently orange flesh sweet potatoes. Somali women continue to face inequalities in the distribution of resources placing them at a disadvantaged position relative to men in their capability to participate in, contribute to and benefit from economic development. This, however, has not deterred the women from fending for their families through petty trade and subsistence agricultural activities.  The project will directly benefit a total of 3,440 women (mainly IDPs and women at risk in host communities) in Kismayo (Jubaland) and Baidoa (Southwest) in sustaining their livelihoods and resilience. The capacity of 1,000 rural women farmers will be built on post-harvest handling processes and management of community-based storage facilities for the food products produced locally maize, sweet potatoes), and enhance their skills on access to markets and information networks. Inclusive of the above target beneficiaries, 1,000 women will benefit directly from the establishment of 10 Village Savings and Loan Associations (VSLAs) and 3,000 people (50% women, 30% men, 20% youths (10% young women and 10% youth 15-24 age), 10% women with disabilities and other marginalized groups) will indirectly benefit through media outreach and community dialogue. The project will also help generate evidence through a study that would assess existing business opportunities for women in Jubaland and Southwest States. Through this project the capacity of women on supply chain and business development will be enhanced.  A training will be conducted for 40 local women's rights organizations on institutional capacity strengthening and management: advocacy, leadership and resource mobilization (20 women’s rights organizations in Jubaland and 20 organizations in Southwest States). |
| 1. **Description of required services/results**   The project supports the enhanced capacity of women on agriculture production, financial literacy and savings capacity, supply chain and business development, which will be enhanced through intervention outlined in the call for proposal. The project will support opportunities for climate smart agriculture and livelihood enhancement and business skills developments opportunities for women in Jubaland and Southwest States. The market assessments undertaken through the project will guide quality interventions and enhancing successful microbusinesses opportunities and production on climate resilience crops.  The UN Women Somalia Country Office is seeking to engage an international or national not-for-profit organizations working on strengthening women’s capacity in livelihoods, access to markets, financial literacy and savings and enhancing sustainable business skills development in the IDPs and host communities in Somalia (Baidoa and Kismayo) to contribute to achieve and focus the following result areas (outcomes and outputs):   * Positive coping mechanisms and sustainable economic activities are promoted for refugee and IDP women.  1. Output 1.1: Crisis-affected and at-risk Women have enhanced access to livelihood skills, training, tools and technologies in relation to climate smart agriculture.  * **Activity 1.1.2:** Provide training on climate smart agriculture and supply chain to at least 200 female headed Households who are displaced and affected by crisis in Kismayo and Baidoa. * **Activity 1.1.3:** Provide 200 women who are displaced, and crisis affected with farming tools to grow and produce maize, sweet potatoes and other climate resilient crops in Kismayo and Baidoa.  1. Output 1.2: Women micro and small entrepreneurs are supported to set up and improve their operations in agriculture and non-agricultural sectors.  * **Activity 1.2.4:** Support training of 400 rural women farmers on post-harvest handling processes and management of community-based storage facilities. and establish market information and access networks and teams to promote timely and accurate market knowledge in Kismayo and Baidoa.  1. Output 1.3: Women’s access to savings and credit is enhanced.  * **Activity 1.3.1:** Establish 10 Village Savings and Loan Associations (VSLAs) in Somalia (5 Kismayo and 5 Baidoa) (1 in each villagex10 villages with a target outreach of at least 100 members in each VSLA). * **Activity 1.3.2:** Provide training for members of VSLAs-on-VSLAs Operations, Leadership and Conflicts Management, and financial literacy (record keeping, bookkeeping, expenditure prioritization and financial management) in Kismayo and Baidoa. * OUTCOME 2: Refugee and IDP women lead and participate in decision making and social cohesion activities with increased support from men and boys thereby enabling more equitable relationships, free from violence.  1. Output 2.2: Refugee, IDP women and women in host communities have increased capacities and skills to participate in and lead settlement management and local decision-making processes.  * **Activity 2.2.1:** Develop training manuals and conduct trainings for 60 women from 40 local women's rights organizations on institutional capacity strengthening and management; advocacy and leadership skills and resource mobilization in Somalia (Kismayo and Baidoa 20 each).   All knowledge products and communications materials that would be produced under this agreement must acknowledge the support of the Programme donors and UN Women. Furthermore, they should be in line with the Donors and UN Women visibility guidelines. |
| 2. Timeframe: Start date and end date for completion of the Project.   * The project is to last tentatively from 1 October 2021 – 31 Mach 2022. |
| 1. **Competencies** 2. **Technical/functional competencies required.**   The Call for Implementing Partners is open to international and national organization that has capacities to deliver and experts to the above required interventions. Applications are encouraged particularly from organizations which focus on:   * Evidence-based programming, building on lessons learned and recommended practices, to ensure optimal results and use of resources. * Women economic empowerments initiatives and gender-responsive approaches that place first priority on promoting and enhancing women’s livelihoods, access to market, business development skills and climate smart agricultures opportunities for crisis affected or IDPs, and at-risk women and host communities as well as strengthening institutional capacities from the local and national levels. * Focus on disadvantaged groups, including those living in poverty, IDPs, refugee, host communities or otherwise especially excluded, and ensuring responsiveness to diversity. * Coordination and multi-sectorial partnerships, including among government organizations, nongovernmental organizations, women, and other civil society groups. * Commitment to sharing knowledge, by documenting, evaluating, and disseminating results, and working with UN Women staff including developing monitoring systems that can track the progress towards economic empowerment thousands of beneficiaries. * Priority placed on sustainability of results. * Experience in working on climate change and smart agriculture, and gender impacts, women economic empowerment and resilience and livelihood opportunities, VSLAs and crop production and skills in the context of IDPs, the crisis affected and at-risk in Somalia and other fragile contexts. * Applying partners must introduce a section for knowledge management to showcase how they will mobilize, linkages/synergy with ongoing similar interventions within or outside of the organization, disseminate and ensure action from knowledge generated from this project.  1. **Other competencies, which can be an asset for the performance of services:**  * Transformation of inequitable gender norms and power disparities between women and men, and empowerment of women and girls to thrive as equals through out programme. * Holistic responses that address’ inter-related rights and needs, including safety, access to livelihoods and markets access promotion, and enhancement of women economic opportunities and business development. |

**Section 2**

1. **Instructions to Organisations (Responsible Parties)**
2. **Introduction**
   1. UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
   2. UN-Women is soliciting proposals from national and international organizations.  **organizations or entities are highly encouraged to apply.**
   3. A description of the services required is described in CfP Section 1- C “Terms of Reference”.
   4. UN WOMEN may, at its discretion, cancel the services in part or in whole.
   5. Organizations may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
   6. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected.In exceptional circumstances, UNWOMEN may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
   7. Effective with the release of this CFP, all communications must be directed only to UN WOMEN, by email at [somalia.cfp@unwomen.org](mailto:somalia.cfp@unwomen.org) Organizations must not communicate with any other personnel of UN WOMEN regarding this CFP.
3. **Cost of proposal**

2.1 The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the requesting organizations, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement.

1. **Eligibility**

3.1 Organizations must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See below for further explanation. Women Organisations 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 ORGANISATION’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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

4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process , only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UN WOMEN requirements envisioned in this CFP will qualify for further consideration. UN WOMEN reserves the right to verify any information contained in ORGANISATION’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 Organisations will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, Organisations must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

1. **Clarification of CFP documents**

5.1. A prospective Organisations 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.

1. **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 Organisations, 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 Organisations reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

1. **Language of proposal**
   1. The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, **shall be written in English.**
   2. Supporting documents and printed literature furnished by the Organisations 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 Organisations.
2. **Submission of proposal**

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (**Annex B2-3**) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document.

If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the organization. (**Email subject line: CFP/SOM/2021/002/LEAP. – (name of organization) – PROPOSAL**).

All proposals should be sent by email to the following secure email address: [somalia.cfp@unwomen.org](mailto:somalia.cfp@unwomen.org)

8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Organisations 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 Organisations 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.

1. **Clarification of proposals**

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

1. **Proposal currencies**

10.1 All prices shall be quoted in United states Dollar (USD).

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

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

1. **Evaluation of technical and financial proposal** 
   1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
      1. Only Organisations 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.

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| --- | --- | --- |
| 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)** | 35 points |
| 3 | The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (**components 2, 3 and 4)** | 25 points |
|  |  |  |
|  | TOTAL | 70 points |

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

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

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

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

* 1. ORGANISATION’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 ORGANISATION understands and confirms acceptance of UNWOMEN stated requirements. The ORGANISATION 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 ORGANISATION’s proposal will be deemed as accepted by the ORGANISATION. The terms “ORGANISATION” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.
  2. Where the organization is presented with a requirement or asked to use a specific approach, the organization must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
  3. The terms of reference in this document provides a general overview of the current operation. If the ORGANISATION wishes to propose alternatives or equivalents, the ORGANISATION must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
  4. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
  5. ORGANISATION’s proposal shall include all of the following labelled annexes:

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

As a minimum, organizations shall complete and return the below listed documents (Annexes to this CFP) **as an integral part of their proposal**. Organizations 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.

|  |  |
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| 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.

1. **Format and signing of proposal**

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

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

1. **Award**

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

14.2 The selected ORGANISATION 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 [six months)] with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

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

ORGANISATIONS are requested to complete this form and return it as part of their submission. Organisations will receive a pass/fail rating on this section. To be considered, Organisations 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 ORGANISATION’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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| **Mandatory requirements/pre-qualification criteria** | **Proponent’s response** |
| * 1. Confirm that the services being requested are part of the key services that the organization has been performing as an organization. This must be supported by a list of at least two references for which similar service is currently or has been provided by the proponent. | Provide here details of the related experience as per the requirements. |
| * 1. Confirm organization is duly registered or has the legal basis/mandate as an organization | Yes/No |
| * 1. Confirm the organization has been in operation for at least four (5) years[[5]](#footnote-6) | Yes/No |
| * 1. Confirm organization has a permanent office within the location area. | Yes/No |
| * 1. Organization 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 organization 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 or any other entity (government and other organizations) The organization 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 or any other organization. | Yes/No |
| 1.7 Confirm that organization has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA)[[6]](#footnote-7). | Yes/No |
| 1.8 Confirm that organization 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 |

**Annex B-2**

**Template for proposal submission**

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| --- |
| **Mandatory requirements/pre-qualification criteria** |

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

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

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

1. Nature of the proposing organization- is it a community-based organization, national, or sub national NGO, research, or training institutions, etc.
2. Overall mission, purpose, and core programmes/services of the organization
3. Organizational approach-how does the organization deliver its projects, e.g., gender sensitive and responsiveness, protection of women’s rights, etc.
4. Length of existence ad relevant experience
5. Overview of organizational capacity relevant to the proposed engagement with UN Women, e.g., technical, governance and management and financial and administrative management.

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

This section should articulate the ORGANISATION’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 ORGANISATION. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined and will form an important part of the agreement between the proposing organization and UNWOMEN.

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

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

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

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

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

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

**Implementation Plan**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of resume for proposed staff**

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)**

**Governance, Management and Technical**

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

**Administration and Finance**

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

**Procurement**

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

**Client Relationship**

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

1. [World Bank Document](https://documents1.worldbank.org/curated/en/803231522165074948/pdf/124653-Somalia-CEM-Agriculture-Report-Overview-English-Revised-July-2018.pdf) [↑](#footnote-ref-2)
2. [3 causes of gender based violence | Concern Worldwide (concernusa.org)](https://www.concernusa.org/story/causes-of-gender-based-violence/) [↑](#footnote-ref-3)
3. GBV IMS data August 2020 [↑](#footnote-ref-4)
4. https://reliefweb.int/report/somalia/2019-somalia-humanitarian-needs-overview [↑](#footnote-ref-5)
5. In exceptional circumstances three (3) years of history registration may be accepted, and it must be fully justified. [↑](#footnote-ref-6)
6. [↑](#footnote-ref-7)
7. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-8)