

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

Section 1

Description of Services: Support to improved performance and increased capacity among shelters for victims of gender-based violence

CFP No. 2022-01 SWGS

a. CFP Letter for Responsible Parties

UN Women plans to engage two Civil Society Organizations (CSOs) that have gender equality, victims rights, women’s rights and/or antidiscrimination set as one of the organization’s goals in Statute (women’s rights organizations) as defined in accordance with these documents. UN Women now invites sealed proposals from qualified proponents to provide the requirements as defined in the UN Women Terms of Reference.

Proposals must be received by UN Women at the address specified not later than **23.30 (GMT+1) on 26 July 2022**

The budget range for this proposal should be up to 106.000 USD

This UN Women Office in Serbia Call For Proposals consists of <u>two</u> sections:	Annexes to be completed by proponents and returned as part of their proposal (mandatory)
<p><u>Section 1</u></p> <p>a. CFP Letter for Responsible Parties b. Proposal Data Sheet for Responsible Parties c. UN Women Terms of Reference d. Acceptance of the terms and conditions outlined in the template Partner Agreement</p> <p><u>Section 2</u></p> <p>a. Instructions to Proponents, which includes the following: Annex B-1 Mandatory requirements/pre-qualification criteria Annex B-2 Template for Proposal Submission Annex B-3 Format of Resume for Proposed Personnel Annex B-4 Capacity Assessment Minimum Documents Annex B-5 UN Women template Partner Agreement Annex B-6 UN Women Anti-Fraud Policy</p>	<p>Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects</p> <p>Annex B-2 Template for Proposal Submission Annex B-3 Format of Resume for Proposed Personnel Annex B-4 Capacity Assessment Minimum Documents</p>

Interested proponents may obtain further information by contacting this email address: grants.serbia@unwomen.org

b. Proposal Data Sheet for Responsible Parties

Project: Safeguarding Women and Girls in Serbia	Requests for clarifications due:	
	Date: 13 July 2022	Time: 23.30 (GMT+1)
Program Official’s name: Vladimir Vukicevic	(via e-mail to grants.serbia@unwomen.org)	
Email: grants.serbia@unwomen.org	UN Women clarifications to proponents due:	
	Date: 15 July 2022	Time: 23.30 (GMT+1)
Telephone number: +381 11 4155 372	Proposal due:	
Issue date: 20 June 2022	Date: 26 July 2022	Time: 23.30 (GMT+1)
	Planned award date:	31 August 2022
	Planned contract start-date:	

c. UN Women Terms of Reference

1. Introduction

a. Background/context for required services/results

UN Women is grounded in the vision of equality enshrined in the Charter of the United Nations. UN Women work focuses on several pillars that are fundamental to achievement of equality between women and men as partners and beneficiaries of development: it supports policy planning and gender responsive budgeting, elimination of discrimination and ending violence against women and girls, economic empowerment of women, including women from multiply vulnerable groups. Placing advancement of women's rights at the centre of all its actions, 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 supporting implementation of national priorities and efforts and builds effective partnerships with civil society and other relevant actors.

Through its programmes and projects, UN Women is providing assistance to national partners, both governmental and non-governmental, in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

In line with its Strategic Plan and Biannual Work Plan 2022-2023, UN Women Serbia works under the impact area of achieving life free from violence for all women and girls, with particular focus on improvement on applying the international standards set in Istanbul Convention and CEDAW in providing services to women and girls victims of violence. In addition, UN Women aims to prevent VAWG through transforming negative social norms and strengthening the availability of services to women survivors of violence, including in public spaces. Finally, UN Women Serbia partners with the Government and CSOs to advocate for ending violence, increase awareness of the causes and consequences of violence, build capacity of partners and promote the need for changing norms towards advancing gender equality and women's rights.

Violence in private and public spaces, both in urban and rural settings, is still an everyday occurrence for women and girls in Serbia. They experience and fear different forms of violence in the public sphere - on streets, in and around public transportation, schools, workplaces, parks and, increasingly, online. This reality reduces women's and girls' freedom of movement and their ability to participate in school, work, and public life. It curtails women's economic potential, limits their access to essential services and negatively impacts their health and well-being, thus reinforcing gender inequality. Although domestic violence is now widely recognized as a human rights violation, workplace and sexual harassment and other forms of violence against women and girls in public spaces are often neglected, with few laws or policies in place to prevent and address it. Moreover, a lack of the application of a gendered approach to urban planning hampers ensuring that the needs of both women and men are considered across all municipal departments' planning, including when planning the improvement of the public infrastructure, including for the reasons of safety.

In order to address all manifestations of gender-based violence, including in public spaces, in October 2021 UN Women Office in Serbia initiated the project „**Safeguarding Women and Girls in Serbia**”, in close cooperation with the Coordination Body for Gender Equality of the Republic of Serbia and the Ministry of Labour, Employment, Veteran and Social Affairs. The project, funded by the Foreign, Commonwealth and Development Office (FCDO) in Belgrade, **aims to transform national and local-level authorities and stakeholders to be more responsive to violence against women and girls, including in public spaces, and to apply internationally validated tools and practices to better address violence against women and girls.** That will be achieved through dialogues on the GBV between line ministries, local self-governments and women's organizations, by carrying out a first-ever National survey of prevalence of violence against women in public spaces, and through identification and development of measures and initiatives, both at the national and local level, for the improvement of safety of women and girls in public spaces. The project will also improve accessibility of shelters for survivors of domestic and GBV as well as enhance their performance and increase capacity.

As part of the project support will be provided to operating shelters for victims of gender-based violence in Serbia aimed at enhancing technical capacity, development and improvement of support programs, building resilience and raising awareness both on services shelters provide and support needed for more sustainable functioning of shelters.

b. General overview of services required/results

UN Women plans to engage Responsible Parties (Civil Society Organizations (CSOs) that have gender equality, victims rights, women's rights and/or antidiscrimination set as one of the organization's goals in Statute, that are legally

registered in Serbia and have specialized knowledge, expertise and track record of working on gender equality, advancement of women's rights and combating domestic and gender-based violence, to work towards the achievement of the Outcome 3 of the "Safeguarding Women and Girls in Serbia" Project. Outcome 3 is set as follows: "Shelters for survivors of domestic and GBV are equally accessible to all women and girls exposed to violence, operate with prospects of stable funding, have improved performance and work with increased capacity"

Violence against women is a global pandemic and a violation of women's human rights. Eradicating violence against women requires a comprehensive, holistic approach to address the impact on women's physical and psychosocial health, as well as her participation in the economy and public life. Shelters for survivors of violence are an essential component of such a comprehensive and coordinated response and are globally recognized as a useful midway point for women escaping violence. Shelters provide survivors with the opportunity to distance themselves from abusive relationships, be protected and consider their choices for a life free from violence.

Besides being important and effective support mechanism for the survivors of GBV provision of shelters is closely linked to States obligations under international human rights instruments to address violence against women. Concretely in case of Serbia Group of Experts on Action against Violence against Women and Domestic Violence (GREVIO) in its first report have identified several deficiencies in set up and functioning of Shelters. Most notably understaffing and insufficient stable funding, inaccessibility, varying range and quality of services provided, lack of trained professionals on duty 24/7 and lack of specific standards for functioning of shelters. All these issues represent a call for comprehensive action for all actors on national as well as on local level.

Under this Call for Proposals, women's CSOs (WCSOs) will be supported in order to contribute to the following specific objective:

Enhancement of safety of women and girls by increasing performance of shelters for victims of gender based and domestic violence

2. Description of required services/results

CSOs are expected to submit proposals designed to increase performance and capacity of 11 currently operating shelters for victims of GBV (shelters in following municipalities: Leskovac, Vranje, Niš, Priboj, Kragujevac, Beograd, Novi Sad, Pančevo, Sremska Mitrovica, Zrenjanin, and Sombor) to enable them to respond to safety needs of the women and girls victims of gender based violence. Two CSOs will be selected to support 5 or 6 shelters each making sure each shelter has equal distribution of funding. CSOs should propose measures designed to increase technical capacity of shelters, improve standards of work, development of various support programs, visibility of shelters both in terms of services they provide and support necessary for the work of shelters and propose other measures to increase their resilience and sustainability.

It is expected that the selected Responsible Party develop and implement measures contributing to the building capacities of shelters for victims of gender based and domestic violence. These may include, but not limited to, the following:

- a) Prepare detailed assessment of needs among shelters particularly regarding missing rulebooks and other legal documentation, training needs, insufficient specialized support programs, and other technical needs.
- b) Develop detailed overall workplan and detailed workplan for each of the supported shelters.
- c) In line with the detailed assessment provide technical assistance that may include, but is not limited to, the following:
 - Preparation of missing rulebooks and other legal documentation, action and development plans, security standards, needs based analysis and similar technical assistance.
 - Organization of trainings for service providers (and associates/supporting staff) on assertive communication, work with children and particularly vulnerable beneficiaries such as persons from the LGBTQ + population and persons with disabilities and other training in line with particular needs of shelters.
- d) In line with the detailed assessment develop various specialized programs necessary for structured work with victims of GBV. These programs can be but are not limited to the following: Economic empowerment programs, Psychosocial support programs, Childcare support services, Support in relation to health care and other similar support programs.

- e) Small scale purchase of necessary materials to facilitate implementation of programs and improvement of qualitative standards of services provided. These purchases can consist of purchases of aluminium shutters and/or reflectors necessary to enhance security features, braille boards to enhance accessibility, consumables necessary for work with children, and similar items. Small scale purchase can not be more than 30% of the funds per shelter.
- f) Facilitation of cooperation with local self-government units in order to provide for connection between gender responsive budgeting of the municipal budget and funding of shelters. Organize info sessions to foster good relations with local businesses that can help financial sustainability of shelters and potentially help in economic empowerment of victims of GBV.
- g) Increase visibility and awareness in local communities regarding work and availability of services of shelters through implementation of small-scale local campaign including but not limited to info sheets and leaflets, social media campaigns, as well as collaboration with local media.
- h) Develop mechanisms for regional cooperation of shelters and exchange of knowledge and expertise.

CSOs are expected to submit proposals with clear and specific statement of what the proposal will accomplish, description of implementation strategy, budget and other details, as per requirements stated in Annex B-2 to this Call for Proposals (Template).

3. **Timeframe: Start date and end date for completion of required services/results**

The proposals are expected to cover a period from September 2022– August 2023 (maximum of 12 months).

4. **Competencies:**

- a. Technical/functional competencies required
 - Experience in work with shelters for victims of gender and domestic violence and/or combating domestic and gender-based violence;
 - Proven experience in management of projects related to support to the victims of domestic and gender-based violence and/or gender equality;
 - Language: Serbian. Knowledge of English.
- b. Other competencies, which while not required, can be an asset for the performance of services
 - Good knowledge of gender equality and women's rights issues, as well as needs of vulnerable and multi-discriminated groups of women;
 - Knowledge on Serbian legal and institutional framework related to rights of victims and gender equality;
 - Previous experience working with United Nations.

d. Acceptance of the terms and conditions outlined in the template Partner Agreement

- Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservation or objections thereto.
- Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
- UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

Annex B-1
Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects
[To be completed by proponents and returned with their proposal]

Call for proposal

Description of Services: Support to improved performance and increased capacity among shelters for victims of gender-based violence

CFP No. 2022-01 SWGS

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 a 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. Are the services being requested 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 has currently or has been provided by the proponent.	Reference #1: Reference #2:
2. Is the proponent duly registered or does it have the legal basis/mandate as an organization? [Please attach a copy of the official registration here].	Yes/No
3. Has the proponent as an organization been in operation for at least five (5) years ¹ ?	Yes/No
4. Does the proponent have a permanent office within the location area?	Yes/No
5. Can UN Women conduct 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
6. Fraud or other wrongdoing: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner been the subject of a finding of fraud or any other wrongdoing following an investigation conducted by UN Women, another United Nations entity or otherwise? OR ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner currently under investigation for fraud or any other wrongdoing by UN Women, another UN entity or otherwise?	Yes/No
7. Sexual exploitation and abuse: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner been the subject of any investigations and/or been charged for any misconduct related to sexual exploitation and abuse (SEA) ² ? OR ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner currently under investigation for SEA by UN Women, another UN entity or otherwise?	Yes/No
8. Has the proponent or any of its employees or personnel 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 any other donor sanction list that may be available for use, as applicable?	Yes/No
9. Has the proponent read and accepted the standards set out in section 3 of ST/SGB/2003/13 "Special measures for protection from sexual exploitation and sexual abuse"?	Yes/No

¹ In exceptional circumstances, three (3) years of history registration may be accepted and it must be fully justified.

² [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 Implementing Partners.

10. Does the proponent acknowledge that SEA is strictly prohibited, and that UN Women will apply a policy of “zero tolerance” in respect to SEA of anyone including the proponent’s employees, agents, sub-partners and sub-contractors or any other persons engaged by the proponent to perform any services?	Yes/No
11. Has the proponent reviewed and taken note of UN Women Anti-Fraud Policy (Annex B-6)?	Yes/No

Please provide the following information:

1 Is the highest executive (e.g., Director, CEO, etc.) in the proponent organization a female?	Yes/No
2 What is the female to male ratio in the proponent’s board?	

Acceptance of the terms and conditions outlined in the template Partner Agreement.

- Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservations or objections thereto.
- Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
- UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

Requirements	Proponent’s response
Acceptance of the terms and conditions outlined in the template Partner Agreement.	Yes/No
Indicate any reservations or objections to the terms and conditions outlined in the template Partner Agreement.	

Section 2

CFP No. 2022-01SWGS

a. Instructions to Proponents

1. Introduction

- 1.1 UN Women Office in Serbia invites civil society organizations (CSOs) that have gender equality, victims rights, women's rights and/or antidiscrimination set as one of the organization's goals in Statute, that are legally registered in Serbia and have specialized knowledge, expertise and track record of working on gender equality, advancement of women's rights and combating domestic and gender-based violence, to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party.
- 1.2 UN Women Office in Serbia is soliciting proposals from women's Civil Society Organizations (CSOs). A proposal can be submitted by a single organization (lead proponent). Two or more organizations or entities may cluster and submit one proposal, on the topic of mutual interest. Such proposals must clearly indicate which organization will take lead responsibility for project management and contractual obligations. Furthermore, the proponent may provide sub-grants to other eligible organizations or entities. If sub-grants modality is considered, the lead proponent will take full accountability for sub-grantees results, financial resources utilization and reporting.
- 1.3 A description of the services required is described in Cfp Section 1c. "Terms of Reference".
- 1.4 UN Women Office in Serbia 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 Office in Serbia 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, UN Women Office in Serbia 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 UN Women Office in Serbia, by email at grants.serbia@unwomen.org . Proponents must not communicate with any other personnel of UN Women 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 proponent, 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. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Mandatory/Pre-Qualification Criteria

- 4.1 The evaluation of technical and financial proposals by UN Women is conducted in two phases (see section 11 below) and the mandatory requirements/pre-qualification criteria have been designed to ensure that, to the degree possible in the initial stages of the CFP selection process, only those proponents with sufficient experience, financial strength and stability, demonstrable technical knowledge, evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.
- 4.2 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 UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date for requests for clarification as outlined in **Section 2**.
- 5.2 Written copies of UN Women's responses to such inquiries (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.
- 5.3 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, UN Women 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, UN Women may, at its discretion, extend the deadline for the submission of proposal.

7. Language of Proposals

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

8. Submission of Proposals

- 8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B-2) 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, UN Women Office in Serbia 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. Proposal should be submitted in one email, clearly marked with the email subject line and corresponding attachment should read:

CFP No. 2022-01 SWGS – (name of proponent) – PROPOSAL

All proposals should be sent by email to the following secure email address:

grants.serbia@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 UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time will 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 UN Women inbox. UN Women 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 UN Women in the dedicated inbox on or before the prescribed CFP deadline.
- 8.4 **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, will be rejected.

9. Clarification of Proposals

To assist in the examination, evaluation and comparison of proposals, UN Women Office in Serbia 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. UN Women Office in Serbia will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UN Women Policy and Procedures.

10. Proposal Currencies

- 10.1 All prices shall be quoted in RSD (Republic of Serbia Dinar).
- 10.2 UN Women reserves the right to reject any proposals submitted in a currency other than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (9) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for the purposes of 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 stated in proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal (as stated above).

11. Evaluation of Technical and Financial Proposals

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 UN Women 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.

Suggested table for evaluating technical proposal

1	Organizational capacity: <ul style="list-style-type: none"> - Organizational experience and proven track record on shelters for victims of gender and domestic violence and/or combating domestic and gender-based violence; - Proposed staffing (number and expertise) for the services to be delivered; - Relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors. 	15 points
2	Relevance of the proposal: <ul style="list-style-type: none"> - Relevance and quality of the context analysis; - Relevance of the problem statement and identification of challenges to be addressed; - Clarity of the specific results expected through engagement; - The quality of proposed indicators, baselines and targets; - Pertinence of the expected results to the CfP section 1c. "Terms of Reference". 	30 points
3	Implementation strategies and plan: <ul style="list-style-type: none"> - Relevance of the implementation strategies and innovative approaches; - Suitability of the proposed activities to achieve expected results and address the identified problem(s); - Feasibility of the sequence of all major activities and its timeframe; - Adequacy of identified risks and proposed mitigation measures. 	25 points
TOTAL		70 points

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

Financial proposals will be evaluated (using **component 6**) 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 Proposals

- 12.1 Proponents are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at the proponent's own risk and may result in rejection of the proponent's proposal.
- 12.2 The 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 the proponent understands and confirms acceptance of UN Women's 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 one 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 UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women Office in Serbia.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services will be rejected unless permitted otherwise in the CFP document.
- 12.6 The proponent's proposal shall state the following and include all of the following labelled annexes:

CFP submission (on or before proposal due date): **23.30 (GMT+1) on 26 July 2022**

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 and Contractual Aspects
Part of proposal	Annex B-2 Template for Proposal Submission
Part of proposal	Annex B-3 Format of Resume for Proposed Personnel
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 Proposals

- 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. UN Women 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 of the agreement 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 UN Women 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 minimum 9 months to up to maximum of 11 months.

Annex B-2
Template for Proposal Submission

Call for proposal

Description of Services: Support to improved performance and increased capacity among shelters for victims of gender-based violence

CFP No. 2022-01 SWGS

Mandatory Requirements/Pre-Qualification Criteria
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Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission.

Proponent's Eligibility Confirmation and Information	Proponent's Response
1 What year was the organization established?	
2 In what province/state/country has the organization been established?	
3 Has the organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes/No
4 Has the organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes/No
5 Has the organization or any of its employees and personnel ever been: <ul style="list-style-type: none"> a. suspended or debarred by any government, a UN agency or other international organization; b. placed on any relevant sanctions list including the - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list, United Nations Global Market Place Vendor ineligibility or any other Donor Sanction List; and/or c. been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Question 8 of the Mandatory Requirements/Pre-Qualification Criteria above and is grounds for immediate rejection.)	Confirm Yes/No
6 It is UN Women policy to require that proponents and their sub-contractors and sub-partners observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a proponent, a sub-contractor or a sub-partner to influence the selection process or contract execution for undue advantage is improper. The proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy (Annex B-6). The proponent must also confirm that the proponent and its sub-contractors and sub-partners have not engaged in any conduct contrary to that policy including in competing for this CFP.	Confirm Yes/No
7 Officials not to benefit: The proponent must confirm that no official of UN Women has received or will be offered any direct or indirect benefit arising from this CFP or any resulting contracts by the proponent or its sub-contractors or its sub-partners.	Confirm Yes/No
8 The proponent must confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UN Women.	Confirm Yes/No
9 The proponent must confirm that the proponent, its sub-partners or sub-contractors have not been associated, or involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this CFP.	Confirm Yes/No
10 UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women personnel or their immediate family are an owner, officer, partner or board member or in which the personnel or their immediate family has a financial interest in the organization. The proponent must confirm that no UN Women personnel or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent, or its sub-partners or its sub-contractors.	Confirm Yes/No

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 proponent has the capacity and commitment to implement the proposed activities and produce results successfully. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a civil society organization that has gender equality and women’s rights set as one of the organization’s goals in Statute (women’s CSOs)?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups and sub-groups
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 Terms of Reference. This should include:

1. **Context and the situation analysis** providing data and the analysis on the position of women and girls in relation to the objective of this CfP stipulated section 1c. “Terms of Reference”;
2. The **problem statement** or challenges to be addressed given the context described in the TOR.
3. 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 UN Women.

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 all required milestone reports and monitoring reviews in the Implementation Plan.

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 and 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; and
- 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, risk of sub-contractors or sub-partners not performing). Describe how such risks are to be mitigated.

In this section also include the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, the assumption that the relevant government’s environmental policy will remain stable) which are anticipated in planning the activity, and on which the feasibility of the activities depend.

Please attach a risk register to capture the above risk factors and risk mitigation measures.

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 of activities. 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 they would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly the cost of monitoring and evaluation.
- The budget could include “support costs”, being those indirect costs that are incurred to operate the Responsible Party 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 Responsible Party 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.
- Depending on the results to be delivered, following suggestive thresholds could be followed for costs:
 - maximum for personnel related costs on a proposal - 30% of programming costs;
 - between 3-5% for audits (to be retained by UN Women for Responsible Party audits) (may change as per the annual audit cost);
 - 3% for monitoring and evaluation; and
 - up to 8% (or as per relevant donor agreement) – support costs including (utilities, rent etc.).

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

(Signature)

(Seal)

(Printed Name and Title)
(Date)

³ If the budget is for grant-making activities, add a field for grants. For grant-making, (i) only up to 50% of the Partner proposal amount may be used to fund grants, (ii) not more than 25% of the Partner Agreement value can be issued per individual grant.

⁴ "Other costs" refers to any other costs that is not listed in the results-based budget. Please specify what they are in the footnote.

Annex B-3
Format of Resume for Proposed Personnel

Call for proposal

Description of Services: Support to improved performance and increased capacity among shelters for victims of gender-based violence

CFP No. 2022-01 SWGS

Name of personnel: _____

Title: _____

Years with CSO: _____ Nationality: _____

Education/Qualifications:

Summarize college/university and other specialized education of personnel 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:

- *For all positions held by personnel member since graduation: List each position and provide 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 proponents and assessed by the reviewer]

Call for proposal

Description of Services: Support to improved performance and increased capacity among shelters for victims of gender-based violence

CFP No. 2022-01 SWGS

Document	Mandatory / Optional
Governance, Management and Technical	
Organization's legal registration documentation	Mandatory
Rules of governance of the organization	Mandatory
Organigram of the organization	Mandatory
List of key management at organization	Mandatory
CVs of key personnel of organization who are proposed for the engagement with UN Women	Mandatory
Details of organization's anti-fraud policy framework (which shall be consistent with UN Women's anti-fraud policy)	Mandatory
Details of organization's PSEA policy framework	Optional
Documentation evidencing training offered by organization to its employees and associated personnel on prevention and response to SEA.	Mandatory
Organization's policy and procedure documents in respect to grant-making (if grant-making activities are included in the UN Women Terms of Reference of the CFP)	Mandatory
Organization's policy and procedure for selecting partners (if sub-partner/s are going to be used)	Mandatory
Administration and Finance	
Administrative and financial rules of the organization	Mandatory
Details of the organization's internal control framework	Mandatory
Audited statements of the organization during last 3 years	Mandatory
List of banks with which organizational bank accounts are held	Mandatory
Name of external auditors of organization	Optional
Procurement	
Organization's 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.) used by organization	Mandatory
List of main suppliers/vendors of organization and copies of their contract(s) including evidence of their selection processes	Mandatory
Client Relationship	
List of main clients/donors of organization	Mandatory
Two references for organization	Mandatory
Past reports to clients/donors of organization for last 3 years	Mandatory

Annex B-5

Please find template Partner Agreement (including its annexes) on the following link [UN Women template Partner Agreement](#)

Annex B-6

Please find UN Women Anti-Fraud Policy on the following link [UN Women Anti-Fraud Policy](#)