**Annex B**

**Call For Proposals (CFP) Template for Responsible Parties**

**(For Civil Society Organizations - CSOs)**

**Section 1**

**CFP No. UNW-ECA-TJK-CFP-2023-001**

**Call for Proposal: Support to implement the Project Gender Based Violence (GBV) Prevention and Response in Tajikistan**

1. **CFP Letter for Responsible Parties**

UN Women plans to engage a Responsible Party 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 **17:00 Dushanbe time on 26 March 2023**.

**The budget range for this proposal should be 1,400,000.00 TJS – 1,420,000.00 TJS** [[1]](#footnote-2)

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| **This UN Women Call For Proposals consists of two sections:** | **Documents to be completed by proponents and returned as part of their proposal (mandatory)** |
| **Section 1** 1. CFP Letter for Responsible Parties
2. Proposal Data Sheet for Responsible Parties
3. UN Women Terms of Reference
4. Acceptance of the terms and conditions outlined in the template Partner Agreement
5. **Annex B-1** Mandatory Requirements/Pre-Qualification

Criteria and Contractual Aspects | **Annex B-1** Mandatory Requirements/Pre-Qualification  Criteria and Contractual Aspects |
| **Section 2**1. Instructions to Proponents, which includes the following:

**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  | **Annex B-2** Template for Proposal Submission**Annex B-3** Format of Resume for Proposed Personnel**Annex B-4** Capacity Assessment Minimum Documents |

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

1. **Proposal Data Sheet for Responsible Parties**

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| --- | --- |
| **Program/Project:** | **Requests for clarifications due:** |
| Gender Based Violence (GBV) Prevention and Response in Tajikistan  | **Date:****10 March 2023** | **Time: 14.00** |
| **Programme Officer’s name: Zarina Urakova** | **(Via e-mail)** **tjkpp@unwomen.org** |
| **Email:** **tjkpp@unwomen.org** | **UN Women clarifications to proponents due: [if applicable**] in-person meeting will be organized with the interested CSOs in the conference room of UN Women |
| **Telephone number:** +992446005528 | **Date: 15 March 2023** | **Time: 14.00** |
|  | **Proposal due:** |
| **Issue date: 01 March 2023** | **Date: 26 March 2023** | **Time: 17.00** |
| **Pre-proposal conference with proponents [Delete if not applicable]** |  | **Planned award date:**  | **10 April2023** |
| **Location:**  | **UN Women Tajikistan Office****and on-line**  | **Planned contract start-date/delivery date (on or before):** | **20 April 2023** |
| **Date:** | **6 March 2023** |
| **Contact:** | **Zarina Urakova** |

1. **UN Women Terms of Reference**

**Gender Based Violence (GBV) Prevention and Response in Tajikistan**

**TERMS OF REFERENCE (TOR)**

**Organization:** UN Women in Tajikistan

**Program:** Gender Based Violence (GBV) Prevention and Response in Tajikistan/INL funded

**Area of work** Transformation of Gender Stereotypes, Promotion of Social Norms and Practices to Eliminate Violence Against Women and Girls (VAWG); Campaigns and use of Communications Technologies; Local Referral Mechanisms on Response to VAWG; Capacity Building of Civil Society Organizations (CSOs) and Shelters

**Post title:** CSO Responsible Party

**Type of the contract:** Partner Agreement

**Duty station:** Dushanbe, Tajikistan

**Target districts:** 3 districts (Istaravshan/ Sughd region; Shahritus/ Khatlon region; Varzob/ RRS and Dushanbe)

**Supervision:** Portfolio Coordinator UN Women Programme Office in Tajikistan

**Starting date: 20 April 2023**

**Expected duration: 14 months (20 April 2023 – 30 June 2024)**

1. **Background:**

UN Women, the UN Entity for Gender Equality and the Empowerment of Women has been created to accelerate up the process of meeting the needs of women and girls across the world. UN Women supports UN Member States as they set global standards for achieving gender equality and works with governments and civil society to design laws, policies, programs and services needed to ensure that the standards are effectively implemented and truly benefit women and girls worldwide. UN Women is at the forefront of the global drive to remove gender barriers and end discrimination, because we believe in a world of justice and human rights for everyone.

Gender inequality fuels the high level of violence against women, which remains one of the most widespread human rights abuses in Tajikistan. Violation of women’s rights is pervasive, and a large proportion of married women throughout Tajikistan report experiencing spousal violence. However, exact figures are not available due to underreporting and the lack of a government-organized system of data collection; data is mainly available from periodic surveys and assessments.

The issue of Violence Against Women and Girls (VAWG) is well reflected in the National Development Strategy (2016-2030)[[2]](#footnote-3) and the Mid-Term Development Program 2025–the two documents which are viewed by the Government as a roadmap towards implementing the Sustainable Development Goals. Several key priorities identified in the National Development Strategy 2030 related to elimination of the VAWG and women’s empowerment.

In 2018, the UN Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW) noted with satisfaction the adoption of the PDV Law (2013) and the PDV State Program for 2014-2023, the revision of the Code of Administrative Offenses, and the revised Police Act, which expanded the duties of police officers by adding specific measures to prevent domestic violence in the Republic of Tajikistan. Current legislation does not directly support creation of a mechanism for interdepartmental/multidisciplinary interaction for the referral of victims of domestic violence. In terms of implementation, the CEDAW made the General Recommendation 35, State should “*ensure effective access of victims to courts and tribunals; ensure authorities adequately respond to all cases of gender-based violence against women, incl. by applying criminal law and as appropriate ex officio prosecution to bring the alleged perpetrators to trial in a fair, impartial, timely and expeditious manner and imposing adequate penalties*.”

In response to the above-mentioned statements, the project ***“Gender Based Violence (GBV) Prevention and Response in Tajikistan”*** has been initiated by UN Women with the funding support of ***Bureau of International Narcotics and Law Enforcement Affairs (INL) US Department of State.*** The project will contribute to the protection of women’s rights, prevention, and response to domestic/gender-based violence by strengthening capacities and integrating provision of services, including by civil society and women’s rights organizations, and shelters. Equally important, the project will build effective protection institutions at district level by making the localized protection mechanisms functional.

Transformative change of gender-based stereotypes will be one of the key components of the proposed project activity – developing the gender-sensitive Communication Strategy to raise awareness of the population, especially women and youth in target districts. A range of activities under the slogan “From Awareness to Zero Victims Blaming” will be aimed at the increased intolerance to the VAWG and reporting of violence cases though improved understanding of different forms of VAW, by stopping blaming the victims, and, ultimately, promoting gender equality. Data and research will help to measure the progress and effectiveness of project interventions.

The project intends to contribute to development of efficient models of prevention and protection from domestic violence in target districts by localizing the existing case management mechanisms; by training the members of the referral mechanism on key tasks and roles of its members in victim-centered services and support. Private sector will also be involved in developing, prototyping, and testing contemporary, context specific and feasible digital solutions (youth Game) to standing problems on VAW in Tajikistan.

It is extremely important to change stereotypical thinking of the population for service-seeking behaviour, and to develop protective services and mechanisms, so that the demand in support, increased among the population, would be better balanced by supply of standard quality services and protection.

In this context, UN Women **Programme Office in Tajikistan** is issuing a Call for Proposals and **inviting CSOs/NGOs to submit a** **Proposal** for implementation of the project activities as the ***Responsible Party* and contribute to the implementation of the following project Outcomes:**

1. *Country legislation on EVAW backed up by Government and CSOs resources and capacities for it to translate into practice.*
2. *Favorable social norms, attitudes and behaviours are promoted at community and individual level that prevent VAW.*
3. *Relevant government authorities and CSOs at national and district levels establish strong networks to deliver quality and coordinated client centered essential EVAW services, in line with global standards and guidelines.*
4. **Objective:**

The project activities rely on **two-way approach** that includes justice, human safety, health and women’s rights protection and capacity strengthening of related services and CSOs to the client-centered standards. This works at the individual, family, community, local and national levels, and awareness raising of the population for understanding ‘the violence problem’ and spreading the message on ‘zero victims’ blaming. It will build the capacities of the existing CSOs and state structures, ensuring they function and apply the obtained knowledge in everyday practice in order to change stereotypical thinking of ***the population for service-seeking behaviour,*** and to develop protective services and mechanisms, so that the ***demand in support, increased among the population, would be better balanced by supply of standard quality services and protection***.

**Scope of work**

Under direct supervision of UN Women National Portfolio Coordinator, the selected **Responsible Party** is expected to fulfill the assignment with the view of promoting favorable social norms, attitudes and behaviors at community and individual level to prevent VAWG and harmful practices; strengthening capacity of the relevant government authorities and CSOs at national and district level to render services based on the victim-centered approach on response to domestic/ GBV reference mechanism.

The responsible party will undertake the following activities:

**Outcome 1: Country legislation on EVAW backed up by Government and CSO resources and capacities in order for it to translate into practice.**

**ACTIVITY 1: Strengthening and facilitation of work of District Task Forces (DTFs) on EVAW (including data collection) in three districts of Varzob, Istaravshan, Shahrituz and Dushanbe to work with population and manage VAWG cases.**Part of Activity 1.1.5 and 1.2.1. (Suggested budget up to 82,500 TJS).

* Selected CSO in close cooperation with CoWFA to identify/facilitate establishment of DTFs on EVAW in **Varzob, Istaravshan, Shahritus and Dushanbe** provisionally by 10 members per group. Under the guidance of the national consultant, representatives of the DTFs, will identify priority steps (based on the local needs and existing gaps) and develop evidence-based EVAW District Action Plans. The District Action Plans will be built around localized victim-centered case-management mechanisms.
* Facilitate discussions and learning of DTF’ case management practices, (including data collection) on EVAW in 3 districts and Dushanbe to work with population and manage violence against women and girls (VAWG) cases in line with CEDAW (minimum eight times during the project cycle).
* To organize 8 meetings in 3 target districts and Dushanbe (transportation, venue, meals and stationery, conducting meetings, including invitation of participants, ensuring project visibility to be ensured)

Jointly with CWFA, selected CSO will support [re]establishment of the DTFs (*representing key relevant departments of the local authorities, including departments of women’s committee, social protection, education, child rights unit and crisis centers, women centers, police officer, court, etc* ) in three target districts, provisionally by 10 members per group. One of key recommendation will be to have at least 30% of their members – female staff of state departments. The project will facilitate discussions and learning of DTF’ case management practices, minimum eight times during the project cycle. The members of the DTFs will be involved in capacity building activities and receive continuous on-job support on management of domestic/GBV cases.

**Results of activity 1:**

* *DTFs on EVAW identified priority steps to be taken to combat domestic violence. At least 3 evidences based EVAW* District Action Plans *developed*
* *Capacity of 40 members of four District Task Forces on response to domestic/ GBV reference mechanism in 3 target districts and Dushanbe is improved in cooperation with CWFA.*
* *Treatment of women and girls during at least 1,500 VAWG cases’ management is improved in target institutions and CSOs including due to improved work of the District Task Forces on EVAW.*

**ACTIVITY 2: Support of CSOs in inculcation of international standards to local case management legal practice**. Part of Activity 1.2.2. (Suggested budget up to 67,300 TJS).

* Development of related content for practical visual infographics for CSOs on CEDAW principles considering special characteristics and needs of girls and women in Tajikistan.

This activity will support specialists of CSOs in target districts including Dushanbe, in using, as a tool, international commitments of the State for case management.

* Develop three types of information and knowledge products upon UN Women approval; translate, print and disseminate them to the 12 CSOs- project stakeholders.

Selected CSOs will ensure development practical visual infographics on CEDAW principles considering special characteristics and needs of girls and women in Tajikistan. This activity will support specialists of CSOs in target districts including Dushanbe, in using, as a tool, international commitments of the State for case management. At least three types of information and knowledge products will be developed, translated, and disseminated to the CSOs- project stakeholders.

**Results of activity 2:**

* Practical visual infographics for CSOs on CEDAW principles are developed.
* *At least three types of information and knowledge products developed, translated, and disseminated to the CSOs- project stakeholders.*

**ACTIVITY 3:**

**Exchange visits of DTFs on EVAW to advanced regions.** Part of Activity 1.2.6 (Suggested budget up to 33,800 TJS).

* Organize **two in-country Exchange visits of DTFs on EVAW to advanced regions of Khatlon and Sughd in** cooperation with the national partner (CWFA). The **groups will consist of five people** and will make trips to Sugd region and/or to Khatlon’s to Spotlight (SLI) pilot projects.
* Provide logistics support to CWFA in preparation of the agenda and organization of exchange visits (including transportation, venue, meals).

The objective of a peer exchange is to enable organizations to improve Program and service quality and effectiveness by learning from each other. The peer exchange visits are intended to benefit all participants through an open exchange of ideas, knowledge, and sound practices. The peer exchange between DTFs will guide the DTFs’ members in their daily work in response to domestic/GBV cases and in their engagement in the implementation of the Communication Strategy, to be developed by the project partners.

**Results of activity 3:**

* *Two exchange visits of DTFs on EVAW are organized.*

**Outcome 2: Favourable social norms, attitudes and behaviours are promoted at community and individual level that prevent VAW**

**ACTIVITY 4: At least 10,000 of the target population is covered by the awareness raising campaign on EVAW.** Part of Activity 2.1.1 (Suggested budget up to 698,200 TJS).

UN Women in cooperation with its responsible CSO partner and CWFA will develop the **Concept of the Communication campaign and implement it in target districts and at the national level, covering a minimum of 10,000 people**. Awareness campaigns will target specific groups using narrower messages based on the key aim – “From Awareness to Zero Victims Blaming.”

In cooperation with CWFA to develop/implement the **Concept of the Communication campaign and implement it in target districts and at the national level, covering a minimum of 10,000 people**. Awareness campaigns will target specific groups using narrower messages based on the key aim – “From Awareness to Zero Victims Blaming.”

Jointly with UN Women, CWFA’s staff and EVAW Specialist, **the CSO responsible partner** will develop innovative means of communication with focus on GBV awareness, importance of protection of women from violence, which will be discussed and agreed with the UN Women and the INL team. The CSO implementing partner will examine traditional media channels and social media tools and discuss ways for incorporating into campaigns.

* Provide support in the process of ***Development/Implementation of the Concept of Communication campaign in cooperation with CoWFA (costs of working meetings, meal, travels*);**
* Develop **3 types of infographics (15,000 copies**), **two types of billboards** for each target districts (**six in total**), **two types of booklets (4,000 copies),**
* Organize **2 television programs and 2 radio programs.**
* **Produce** **5 newspaper articles, and 2 types of pocket information materials in a very simple format (15,000 copies**), to be disseminated during informational campaigns.
* In Cooperation with CWFA and its departments on the 3 target districts, to conduct awareness-raising campaign in target districts and at national level, covering **5,000 people in each targeted region, a total of 15,000 people**. The national level coverage should be ensured through cooperation with the national media outlets. It should be reached through:
* **10 events including** media events on the VAW problem and on existing services**,**
* **8 Mobile consultations** with participation of the engaged state departments, CSOs and women activists
* Conduct **two assessments before the campaign starts and at the end f**or evaluation of the awareness raising campaigns results. Based on the results of the initial assessment, it will assess the level of knowledge among the population of the sources / channels of information for using the VAW case-management mechanisms, level of tolerance to domestic/GBV and the tendency for victims’ blaming. RP will conduct a comprehensive post-assessment to assess the actual coverage of the beneficiaries and the overall result.

The pre and post assessment should focus on how the population and service providers demonstrate and prove knowledge, awareness raised, utilization of support services and positive behavior changes towards women and girls subjected to violence and seeking support services. Questionnaires should be developed and assessment to be conducted through 15 FGDs (per 5 FGDs in 3 target districts) among population and GBV service providers.

From at least 10,000 of target population in targeted districts to be covered by the awareness raising campaign on EVAW, it should result to the following:

* 20% increase of awareness on support to women and girls subjected to violence, and service-seeking behaviors.
* 20% increased utilization of support services provided by local governments and CSOs.

**Results of activity 4:**

* *At least 10,000 of target population is covered by the awareness raising campaign on EVAW through the below sated tools/events:*
* ***3 types of infographics/ two types of booklets*** *are developed.*
* ***2 television programs and 2 radio programs*** *are organized****.***
* ***5 newspaper articles, and 2 types of pocket*** *information are produced.*
* ***10 events and 8 mobile consultations*** *are conducted.*
* ***2 assessments*** *conducted before the campaign and at the end****.***

**ACTIVITY 5: The Hackathon for IT and EVAW specialists resulted in participatory development of the mobile application - Game for youth on zero tolerance to VAW, awareness of the related law and the empathy to the women and girls for “Zero Victim Blaming”.** Part of Activity 2.1.2 and 2.1.3. (Suggested budget up to 221,600 TJS).

* **A hackathon to be conducted for IT specialists** to develop the mobile EVAW app/game for youth to raise awareness, sense of empathy to the victims, and understanding of what rights of women and girls are violated, as well as understanding the legal measures that can be applied to the perpetrator.
* Provide support for the Hackathon development process, including conf. package, transport for participants (3 days hackathon with youth and volunteers and/or IT developers (and 5 representatives from project staff, service provider, donors, mentors) to develop quick solution (app/ Game) for youth to raise awareness of EVAW. The game is to be based on stories close to real cases of violations of the rights of women and girls and extracts from the law.
* Provide logistics support to give access to internet during 3-day Hackathon for IT specialists.
* Development and placing mob app/ Game e-market, including hosting charges.
* Launch of the Game; dissemination of info through social and thematic networks; Support of the Game functioning during 12 months
* Evaluation of results conducted (visits, feedbacks, human stories)

As part of the Communication Strategy on EVAW, selected CSO will launch a hackathon for IT developers to develop the mobile EVAW app/game for youth to raise awareness, sense of empathy to the victims, and understanding of what rights of women and girls are violated, as well as understanding the legal measures that can be applied to the perpetrator. The final product of the hackathon - mobile app/game will be based on stories close to real cases of violations of the rights of women and girls and references to the national law and provisions of CEDAW and will be launched through social and thematic networks. The project will secure maintenance of the Game functioning for 12 months and will evaluate the results of its impact (including visits, feedbacks, human stories).

**Results of activity 5:**

* *Hackathon is conducted.*
* *The Mobile application/Game is developed and launched among the beneficiaries of target localities.*
* *Accessibility of the Game for downloading and playing ensured (at least 1000 downloads)*

**ACTIVITY 6: Building leadership skills of women and facilitate peer-networking and support - a virtual women's support group is established and consulted on a regular basis via messenger (s).** Part of Activity 2.2.1 (Suggested budget up to 121,100 TJS).

* Conducting transformational leadership 2-days trainings for the Women's Councils (WCs)/CSOs in Dushanbe and 3 districts- Istaravshan, Varzob and Shahritus (in total 4 trainings to be conducted and cover 80 women activists)
* Creation a messenger group/virtual network and on-line consulting support provided on regular basis. The group will serve as a platform for self-support for those women who encountered violence.

*A virtual network of peer counselors, who will serve as consultants to women subjected to violence, demonstrate empathy with network members’ concerns, and provide relevant information on EVAW case management and beyond will be established. Women trained in psychosocial support and peer-counseling will form the core of the group. They will be identified based on their leading role, a positive, can-do attitude, and willingness to share their experience with peers. Their interpersonal and communication skills and ability to motivate others will be crucial in individual and group consultations. The Viber group will enable other members to post various questions and/or facts and to be a resource to other members. Women may report on their personal situation and obtain advice and tips. The group members will be messaging with each other, sharing useful notes and videos, along with the contact information of the key stakeholders (CSOs, DTFs, doctors,*

*lawyers, hotlines) in their respective regions, and other necessary information.*

**Results of activity 6:**

* *4 trainings conducted on transformational* leadership for the 80 women activists/Women's Councils (WCs)/CSOs in Dushanbe and 3 districts.
* *A* messenger group/virtual network created *- a women's support group is established, maintained, and consulted on a regular basis.*

**OUTCOME 3: Relevant government authorities and CSOs at national and district level establish strong networks to deliver quality and coordinated client-centered essential EVAW services, in line with global standards and guidelines**

**ACTIVITY 7: Two Open Day events for 12 CSOs to visit development partners, embassies, CSOs working on EVAW.** Part of Activity 3.1.1 (Suggested budget up to 42,400 TJS)

* Develop/Organize the Concept/ Program for the Day of Open Doors and preliminary agree with the hosting organizations (e.g., the OSCE, INL, UNDP, UN Women, CWFA, NGO “Korvoni Umed,” EFCA- RT, advanced WROs/CSO in Dushanbe) to receive the group(s) of participants for 1.5-2 hours.
* Organize **two Open Door Day events for 10 CSOs** to visit development partners, embassies, CSOs working on EVAW (transportation costs and DSA for 10 pers from Khatlon, Sughd, DRS to Dushanbe)
* Conduct information sessions for sharing results (hall rent and coffee-breaks)

The Day of Open Doors is an initiative that renders its participants to dive into the core work of the development agencies and WROs on response and prevention of domestic and GBV and in the relevant technical areas. During the visits, the hosting organization will speak about its structure, EVAW Programs, and arranging presentations on its best practices or EVAW projects and share contact details of its partners and projects for future communications. They will also hold mini-Q&A sessions.

**Results of activity 7:**

* *Two Open Day events for 12 CSOs to visit development partners, embassies, CSOs working on EVAW.*
* *At least 20 representatives of local CSOs/WROs received new knowledge, ideas, contacts of advanced organizations working on EVAW, during the 2 Days of Open Doors.*

**ACTIVITY 8: Retreats for engaged CSOs: Logistical support for two retreats of specialists of 12 CSOs (total 40 participants).** Part of Activity 3.1.2 (Suggested budget up to 94,000 TJS)

* Conduct two two-day retreats for 20 participants each (year one and year two) retreats on case reporting, EVAW, UNTF on EVAW fundraising, and on burnout syndrome of specialists of 12 CSOs, plus project staff and donors, (including travel for participants from 3 districts and Dushanbe; meals, stationery);

Participants will be engaged in discussions on various topics, including on domestic/ GBV case data, learn from exercises on management of burnout. There will also be session on building their capacities in resource mobilization, fundraising, and preparing proposals for receiving grants. UN Women’ experts will share information on how to apply to the United Nations Trust Fund (UNTF)on EVAW - the process of application, criteria for the selection of the grantees and contracting. During both retreats the participants will be engaged in team building exercises for better networking and collaboration.

**Results of activity 8:**

* *Two retreats conducted during the project implementation.*
* *At least 40 staff of 12 local NGOs improved their linkages with each other at working and individual level as a team-building effort and improved their basic skills on coping burnout syndrome, on EVAW data management and on fundraising.*

**ACTIVITY 9: Facilitate knowledge-exchange and capacity building of at least 40high-level stakeholders and partners that work in the area of protection of women’s rights, providing learning and sharing opportunities.** Activity 3.2.2 (Suggested budget up to 61,600 TJS)

* Conduct a Final Round Table on the project implementation.
* Support in organizing a Final roundtable for about 40 participants - CSOs, local departments, Dushanbe Women's Center and CWFA, as well as representatives of donors and project staff by the end of the project

The roundtable will be facilitated by experts and will publicize outcomes of the project interventions, including awareness-raising, service-seeking behaviour, and support to the victims of violence. Along with presentation of the assessment results, the project staff will also share number of good practices, successful human stories, and cases on EVAW. Members of the DTFs, beneficiaries of the project, including violence survivors will contribute to the discussions.

**Results of activity 9:**

* *Final Round Table conducted on the project implementation.*
* *Project facilitated knowledge-exchange and capacity building of at least 40 high-level stakeholders and partners that work in the area of protection of women’s rights, providing learning and sharing opportunities.*
1. **Deliverables**

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| --- | --- |
| **Deliverables** | **Timeframe** |
| Deliverable 1 | * **The project team staffing** is finalized.
* **Work Plan** is prepared and submitted to UN Women
 | April 2023 |
|  | * Selected CSO in close cooperation with CoWFA to identify/facilitate establishment of DTFs on EVAW in **Varzob, Istaravshan, Shahritus and Dushanbe** provisionally by 10 members per group. Under the guidance of the national consultant, representatives of the DTFs, will identify priority steps (based on the local needs and existing gaps) and develop evidence-based EVAW District Action Plans. The District Action Plans will be built around localized victim-centered case-management mechanisms.
 | April 2023 |
|  | * Facilitate discussions and learning of DTF’ case management practices, (including data collection) on EVAW in 3 districts to work with population and manage VAWG cases in line with CEDAW (minimum eight times during the project cycle).
 | May 2023 – December 2023  |
|  | * To organize 8 meetings in 3 target districts and Dushanbe (transportation, venue, meals and stationery, conducting meetings, including invitation of participants, ensuring project visibility to be ensured)
 | May -December 2023 |
| Deliverable 2 | * Development of related content for practical visual infographics for CSOs on CEDAW principles considering special characteristics and needs of girls and women in Tajikistan.
 | May 2023 |
| * Develop three types of information and knowledge products; translate, print and disseminate them to the 12 CSOs- project stakeholders.
 | May 2023-December 2023 |
| Deliverable 3 | * Organize **two in-country Exchange visits of DTFs on EVAW to advanced regions of Khatlon and Sughd in** cooperation with the national partner (CWFA). The **groups will consist of five people** and will make trips to Sugd region and/or to Khatlon’s to Spotlight (SLI) pilot projects.
 | October 2023May 2024 |
|  | * Provide logistics support to CWFA in preparation of the agenda and organization of exchange visits (including transportation, venue, meals).
 |  |
| Deliverable 4 | * In cooperation with CWFA to implement the **Concept of the Communication campaign and implement it in target districts and at the national level, covering a minimum of 10,000 people**. Awareness campaigns will target specific groups using narrower messages based on the key aim – “From Awareness to Zero Victims Blaming.”
* Provide support in the process of ***Development/Implementation of the Concept of Communication campaign in cooperation with CoWFA (costs of working meetings, meal, travels*)**
 | April 2023-June 2024 |
|  | * Develop **3 types of infographics (15,000 copies**), **two types of billboards** for each target districts (**six in total**), **two types of booklets (4,000 copies),**
* Organize **2 television programs and 2 radio programs.**
 | May 2023-June 2024 |
|  | * **Produce 5 newspaper articles, and 2 types of pocket information materials in a very simple format (15,000 copies**), to be disseminated during informational campaigns.
 | June 2023-June 2024 |
|  | * In Cooperation with CWFA and its departments on the 3 target districts, to conduct awareness-raising campaign in target districts and at national level, covering 5**,000 people in each targeted region, a total of 15,000 people**. The national level coverage should be ensured through cooperation with the national media outlets. It should be reached through:
* **10 events including** media events on the VAW problem and on existing services**,**
* **8 Mobile consultations** with participation of the engaged state departments, CSOs and women activists
 | April 2023-June 2024 |
|  | * Conduct **two assessments before the campaign starts and at the end f**or evaluation of the awareness raising campaigns results.

Based on the results of the initial assessment, it will assess the level of knowledge among the population of the sources / channels of information for using the VAW case-management mechanisms, level of tolerance to domestic/GBV and the tendency for victims’ blaming.  | April 2023June 2024 |
| Deliverable 5 | * **A hackathon to be conducted for IT specialists** to develop the mobile EVAW app/game for youth to raise awareness, sense of empathy to the victims, and understanding of what rights of women and girls are violated, as well as understanding the legal measures that can be applied to the perpetrator.
* Provide support for the Hackathon development process, including conf. package, transport for participants (3 days hackathon with youth and volunteers and/or IT developers (and 5 representatives from project staff, service provider, donors, mentors) to develop quick solution (app/ Game) for youth to raise awareness of EVAW. The game is to be based on stories close to real cases of violations of the rights of women and girls and extracts from the law.
* Provide logistics support to give access to internet during 3-day Hackathon for IT specialists
 | May 2023- December 2024 |
|  | * Development and placing mob app/ Game e-market, including hosting charges.
* Launch of the Game; dissemination of info through social and thematic networks; Support of the Game functioning during 12 months
* Evaluation of results (visits, feedbacks, human stories)
 | May 2023- December 2024 |
| Deliverable 6 | * Conducting transformational leadership 2-days trainings for the Women's Councils (WCs)/CSOs in Dushanbe and 3 districts- Istaravshan, Varzob and Shahritu (in total 4 trainings to be conducted and cover 80 women activists)
* Creation a messenger group/virtual network and on-line consulting support. The group will serve as a platform for self-support for those women who encountered violence
 | May 2023- December 2024 |
| Deliverable 7 | * Develop/Organize the Concept/ Program for the Day of Open Doors and preliminary agree with the hosting organizations (e.g., the OSCE, INL, UNDP, UN Women, CWFA, NGO “Korvoni Umed,” EFCA- RT, advanced WROs/CSO in Dushanbe) to receive the group(s) of participants for 1.5-2 hours
* Organize **two Open Door Day events for 10 CSOs** to visit development partners, embassies, CSOs working on EVAW (transportation costs and DSA for 10 pers from Khatlon, Sughd, DRS to Dushanbe)
* Conduct information sessions for sharing results (hall rent and coffee-breaks)
 | August 2023- December 2023 |
| Deliverable 8 | * Conduct two retreats on case reporting, EVAW, UNTF on EVAW fundraising, and on burnout syndrome of specialists of 12 CSOs, plus project staff and donors, (including travel for participants from 3 districts and Dushanbe; meals, stationery
 | September 2023- June 2024 |
| Deliverable 9 | * Conduct a Final Round Table on the project implementation.
* Support in organizing a final roundtable for about 40 participants - CSOs, local departments, Dushanbe Women's Center and CWFA, as well as representatives of donors and project staff by the end of the project
 | June 2024 |
| Deliverable 10 |  * **Final report in English with all relevant supporting documents are** submitted to UN Women
 | July 2024 |

1. **Competencies/Qualifications**

**Company/organization**

* Organization/ Public Association registered in Tajikistan.
* Minimum 3 years of country-based professional experience.
* Expert knowledge the field of addressing VAWG/VAWG, in various aspects of advocacy work, communications as well as social mobilization of the population towards ending VAWG, providing social inclusiveness.
* Experience in building capacity of Communities, CSOs, organizations with a reference to at least 2 relevant implemented projects.
* Experience in implementation of community-based activities, awareness raising campaign and logistics support.
* Experience to apply innovation tools, including mobile applications is an asset.
* Availability of skilled human capacities to implement the assignment.
* Well-established client relations with the national partners, CSOs, government structures/institutions and local authorities.
* Financial System and Accountancy, Logistics and Procurement Policies in place
* Proven quality control system (M&E).

**Qualifications of the proposed team (minimum)**

1. **Team Leader/Manager**

**Education:** Diploma on sociology, management, social and related areas relevant to the assignment.

**Skills:** Proven leadership qualities; Good interpersonal and team management skills; Excellent skills in monitoring and reporting; Good planning & organizational skills and ability to pay close attention to details; Report writing skills.

**Technical competencies:**

* Ability working under minimum supervision and tight deadlines.
* Computer literate (being able to use MS Windows, office applications, Internet search).

**Experience:**

* At least 5 years’ experience in project management in the field of addressing VAWG, various aspects of advocacy work and communications as well as social mobilization towards ending VAWG.
* At least 3 years’ experience in grant management.
* Experience in conducted assessments, gender research or studies.
* Prior experience in cooperation with international agency, NGOs, UN, or international institutions is an asset.

**Languages:** command of Russian and Tajik.

**Annex B-1**

**Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects**

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

**Call For Proposals**

**Description of Services: Support to implement the Project Gender Based Violence (GBV) Prevention and Response in Tajikistan**

**CFP No. UNW-ECA-TJK-CFP-2023-001**

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: |
| 1. 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 |
| 1. Has the proponent as an organization been in operation for at least five (5) years[[3]](#footnote-4)?
 | Yes/No |
| 1. Does the proponent have a permanent office within the location area?
 | Yes/No |
| 1. 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  |
| 1. Fraud or other wrongdoing:
2. 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 1. 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  |
| 1. Sexual exploitation and abuse:
2. 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)[[4]](#footnote-5)?

OR1. 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 |
| 1. 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  |
| 1. 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. 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  |
| 1. 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 |
| 1. 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. UNW-ECA-TJK-CFP-2023-001**

 **Description: Support to implement the Project Gender Based Violence (GBV) Prevention and Response in Tajikistan**

1. **Instructions to proponents (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 Civil Society Organizations (CSOs). **Women’s 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. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
	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 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

**tjkpp@unwomen.org**

Proponents **must not** communicate with any other personnel of UN Women regarding this CFP.

1. **Cost of proposal**

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

1. **Eligibility**

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

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 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 affect your evaluation.

 4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

1. **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 **tjkpp@unwomen.org** 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 outlined on section 2. Written copies of UN Women 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, 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. 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.

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

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UN Women 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:

(**Email subject line: CFP/UNW/TJK/004/2021– (name of proponent) – PROPOSAL**).

**All proposals should be sent by email to the following secure email address:** **tjkpp@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 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 UN Women’s 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, may be rejected.

**9. Clarification of proposals**

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

1. **Proposal currencies**
	1. All prices shall be quoted in (local currency) **Tajik Somoni (TJS).**

10.2 UN Women reserves the right to reject any proposals submitted in another currency 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 (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 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.

|  |  |  |
| --- | --- | --- |
| 1 | Proposal is compliant with the Call for Proposal (CfP) requirements  | 15 points |
| 2 | The Organization’s mandate is relevant to the work to be undertaken in the TORs (**component 1)** | 20 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)** | 35 points |
|  | **TOTAL** | **70 points** |

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

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost.

Formula for computing points:
Points = (A/B) Financial Points

Example: Proponent A’s price is the lowest at $10.00. Proponent A receives 30 points. Proponent B’s price is $20.00. Proponent B receives ($10.00/$20.00) x 30 points = 15 points

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 proponent’s own risk and may result in rejection of proponent’s proposal.

* 1. Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UN Women 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.
	2. Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
	3. 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.
	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. Proponent’s proposal shall include all of the following labelled annexes:

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

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

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

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

1. 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.
2. **Format and signing of proposal**

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

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

1. **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 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 **14 months** with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

**Annex B-2**

**Template for Proposal Submission**

**Call For Proposals**

**CFP No. UNW-ECA-TJK-CFP-2023-001**

 **Description: Support to implement the Project Gender Based Violence (GBV) Prevention and Response in Tajikistan**

|  |
| --- |
| **Mandatory Requirements/Pre-Qualification Criteria**  |

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?
 |  |
| 1. In what province/state/country has the organization been established?
 |  |
| 1. 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  |
| 1. Has the organization ever been terminated for non-performance on a contract? If YES, describe in detail.
 | Yes/No  |
| 1. Has the organization or any of its employees and personnel ever been:
2. suspended or debarred by any government, a UN agency or other international organization;
3. 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
4. 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.)  | ConfirmYes/No  |
| 1. 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.
 | ConfirmYes/No  |
| 1. 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.
 | ConfirmYes/No  |
| 1. 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.
 | ConfirmYes/No  |
| 1. 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.
 | ConfirmYes/No  |
| 1. 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.
 | ConfirmYes/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. the nature of the proponent – whether it is a community-based organization, national or sub-national NGO, research or training institution, etc.;
2. the overall mission, purpose, and core programmes/services of the organization;
3. the organization’s target population groups (women, indigenous peoples, youth, etc.);
4. the organizational approach (philosophy) - how the organization delivers its projects (e.g., gender-sensitive, rights-based, etc.);
5. the organization’s length of existence and relevant experience;
6. an overview of the organization’s capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management);
7. details of the following relating to prevention of SEA:
	1. describe what measures are in place to prevent SEA;
	2. describe reporting and monitoring mechanisms and procedures;
	3. describe what capacity exists to investigate SEA allegations;
	4. describe past allegations of SEA, if any, and how they were handled, including the outcome;
	5. describe what SEA training the people (employees or otherwise) who will perform the services have completed; and
	6. describe what reference and background checks have been done for employees and associated personnel.
8. details relating to grant-making work, if applicable:
9. describe the proponent’s institutional capacity to manage grants, including appropriate grant award management, system/framework for undertaking grant proposal evaluation, due diligence and, appropriate governance and risk management (including composition and terms of reference of the independent designated steering committee or grant selection committee);
10. describe relevant history in managing resources through grant awards;
11. describe the proponent’s grant portfolio;
12. describe relevant history in working with small organizations including experience in providing technical assistance;
13. describe the proponent’s programmatic capacity, including monitoring and evaluation capacity; and
14. describe the proponent’s capacity to assess and manage risks.

|  |
| --- |
| **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. The **problem statement** or challenges to be addressed given the context described in the UN Women Terms of Reference.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proponent 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.

This section should also include the details of all proposed sub-contracting and sub-partnering.

|  |
| --- |
| **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-contactors 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 - 20% 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[[5]](#footnote-6). |
| **Expenditure Category**  | **Year 1 [Local currency]**  | **Year 2 (Local currency), If applicable** | **Total [local currency]** | **Total (US$)**  | **Percentage Total**  |
| 1. Personnel  |  |  |  |  |  |
| 2. Equipment/Materials  |  |  |  |  |  |
| 3. Training/Seminars/Travel Workshops  |  |  |  |  |  |
| 4. Contracts  |  |  |    |  |  |
| 5. Other costs [[6]](#footnote-7) |  |  |  |  |  |
| 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.

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

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of Resume for Proposed Personnel**

**Call For Proposals: UNW-ECA-TJK-CFP-2023-001**

**Description of Services: Support to implement the Project Gender Based Violence (GBV) Prevention and Response in Tajikistan**

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 Proposals**

**Description of Services: Support to implement the Project Gender Based Violence (GBV) Prevention and Response in Tajikistan**

 **UNW-ECA-TJK-CFP-2023-001**

|  |  |
| --- | --- |
| **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 |

1. If the proposed budget is beyond the maximum range, the proposal will be rejected. [↑](#footnote-ref-2)
2. National Development Strategy 2016-2030

 <http://medt.tj/documents/main/strategic_national_programm/strategic_national_prog_ru.pdf> [↑](#footnote-ref-3)
3. In exceptional circumstances, three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-4)
4. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on Allegations of Sexual Exploitation and Abuse involving Implementing Partners. [↑](#footnote-ref-5)
5. 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. [↑](#footnote-ref-6)
6. “Other costs” refers to any other costs that is not listed in the results-based budget. Please specify what they are in the footnote. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-7)