

Call for Proposal (CFP) Template for Responsible Parties

Strengthening the capacity of women-led organizations on response and advocacy for Elimination of Child, Early and Forced Marriage (CEFM) in Türkiye as a Form of Violence against Women (VAW)

Section 1

CFP No. CFP – TUR – 2024 – 02

a. CFP letter for Responsible Parties

UNWOMEN plans to engage a Responsible Party as defined in accordance with these documents. UNWOMEN now invites sealed proposals, submitted via e-mail, from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address specified not later **27.05.2024** midnight Türkiye time (23:59). The budget for each application within this call for proposal should be maximum USD 40.000, **to be submitted in Turkish Liras as per the latest UN Operational Rates of Exchange available at <https://treasury.un.org/operationalrates/OperationalRates.php>**

This UN Women Call for Proposals consists of two sections: Annexes to be completed by proponents and returned with their proposal (mandatory)

Section 1

- a. CFP letter for Responsible Parties
- b. Proposal data sheet for Responsible Parties
- c. UN Women Terms of Reference

Annex B-1 Mandatory requirements/pre-qualification criteria

Annex B-1 Mandatory requirements/pre-qualification criteria

Annex B-2 Template for proposal submission

Annex B-3 Format of resume for proposed staff

Annex B-4 Capacity Assessment minimum Documents

Section 2

Instructions to proponents

Annex B-2 Template for proposal submission

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Annex B-4 Capacity Assessment minimum Document

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

b. Proposal data sheet for Responsible Parties

Project: Strengthening capacities of women-led civil society organizations (CSOs) or entities to advance response and advocacy policies on the practices of Child, Early, and Forced Marriages (CEFM) as a form of Violence against Women (VAW), under the UN Joint Programme “Elimination of Child, Early, and Forced Marriages in Türkiye”

Requests for clarifications due:

Date: 21.05.2024

Time: Türkiye midnight time

Program official’s name: Duygu Erseçen

(via e-mail)

Email: turkey.procurement@unwomen.org

UN Women clarifications to proponents due:

Date: 24.05.2024

Time: Türkiye midnight time

Proposal due:

Date: 27.05.2024

Time: Türkiye midnight time

Issue date: 15.05.2024

Planned award date:

June 2024

Planned contract start date: June 2024

c. UN Women Terms of Reference

1. Introduction

1.1 Background/Context for required services/results

UN Women (the United Nations Entity for Gender Equality and the Empowerment of Women), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

In Türkiye, in line with its global [Strategic Plan 2022-2025](#) and Country Strategic Note (2022-2025), and the overall UN Sustainable Development Cooperation Framework for Türkiye (UNSDCF) (2021-2025), UN Women works towards the overarching goal of “Women and girls including those at greatest risk of being left behind fully exercise their human rights, enjoy a life free from violence and discrimination, and lead, influence and benefit from sustainable and inclusive socio-economic development towards the advancement of gender equality in Türkiye”. UN Women works in four thematic areas: (i) governance and participation in public life; (ii) women’s economic empowerment; (iii) ending violence against women and girls (VAWG); and (iv) women, peace and security, humanitarian action and disaster risk reduction. UN Women contributes to three UNSDCF outcomes: 1) Women and girls have improved and equal access to resources, opportunities, and rights, and enjoy a life without violence and discrimination; 2) By 2025, Persons under the Law on Foreigners and International Protection are supported towards self-reliance. 3) By 2025, governance systems are more transparent, accountable, inclusive, and rights-based with the participation of civil society, and quality of judicial services is improved. UN Women supports and engages with women’s CSOs as key advocacy, knowledge, and implementing partners in advancing women’s rights.

In Türkiye, UNICEF, IOM, UNFPA, UNHCR, and UN Women have been working together on the “UN Joint Programme on the Elimination of Child, Early and Forced Marriages (CEFM) in the period of 2018-2021, with the support of the Swedish International Development Cooperation Agency (SIDA). The First Phase of the Joint Programme resulted in increased national synergies in CEFM prevention through advocacy on the international and national normative framework, data generation and analysis, technical support to national and provincial coordination mechanisms and action plans on CEFM, and community mobilization with a focus on girls’ empowerment and male engagement. The Second Phase of the Joint Programme is implemented by UNICEF, UNFPA, and UN Women, with consultative support from IOM and UNHCR in the period of 2021-2024. It uses the experience and the lessons learned from the First Phase (including the adaptation of programme activities in the context of COVID-19) to continue to address the complex issue of CEFM. The Joint Programme second phase continues to be a key platform to emphasize positive gender norms, investment in girls’ and women’s empowerment, and communication for gender equality which are now even more crucial for Türkiye. It will also use its leverage to convene exchange and cooperation between CSOs including women’s organizations and to provide constant support to civil society with a particular focus on women led CSOs.

An intersectional approach is key for the Second Phase of the Joint Programme. The intersectional approach is based on the idea that gender, race, class, and other forms of social stratification are closely intertwined and need to be studied in relation to each other; the approach provides a useful tool for putting the “leave no one behind”¹ principle into practice.

CEFM is a gendered phenomenon that affects girls and boys in different ways. Overall, the number of boys in child marriages around the world is significantly lower than that of girls². Similarly, in Türkiye, the percentage of official marriages of girls aged 16-17 in total official marriages was 2.0 %, while it was 0.1% for boys in the same age group in 2022 according to the marriage statistics.³ Girl child spouses are also vulnerable to domestic violence and sexual abuse within already unequal relationships. Upon marrying, both boys and girls are often obliged to leave their education to enter the workforce and/or take up domestic responsibilities at home, rendering CEFM both a consequence of and a major contributor to gender inequality. The results of the “Research Study on the Perception of Men and Boys on CEFM

¹ UN Committee for Development Policy, ‘Leaving no-one behind’, 2018. https://sustainabledevelopment.un.org/content/documents/2754713_July_PM_2_Leaving_no_one_behind_Summary_from_UN_Committee_for_Development_Policy.pdf

² <https://www.unicef.org/media/62371/file/Convention-rights-child-at-crossroads-2019.pdf>

³ <https://data.tuik.gov.tr/Bulten/Index?p=Istatistiklerle-Cocuk-2022-49674>

In Türkiye”⁴ conducted by UN Women in 2021 illustrate that as authoritarian and hegemonic masculinity practices increase, so do the positive attitudes and behaviours toward CEFM.

The outcomes of the CEFM service mapping report⁵ conducted in the target project provinces by the implementing partner Association for Monitoring Gender Equality (CEID), show that the CEFM focus within Violence against Women (VAW) advocacy, monitoring, prevention, and monitoring activities of women’s organizations need to be developed. In particular, there is a need to increase their knowledge and skills to prevent CEFM, to support survivors, and strengthen service systems, in line with national and local strategies and action plans and international norms and standards.

On February 6th 2023, Türkiye was hit by two earthquakes based in Kahramanmaraş, impacting 11 provinces in the south-eastern region, and affecting a population of 15 million people, half of whom are women and girls. The risk of VAWG, including child, early and forced marriages and sexual exploitation, increase during and after disasters, as a consequence of enabling environments and the worsening of existing drivers. This necessitates specialized services and interventions on prevention and protection, in particular for high-risk groups.

2. General Overview of services required/results

In the second phase of the Joint Programme on elimination of CEFM, UN Women will partner with one **women-led CSO** aiming to strengthen the capacity of women-led organizations in their response and advocacy for CEFM.

Under the present Call for Proposals, UN Women will award one Partner Agreement to contribute to the achievement of the following project Outputs:

- Output 1.2 National and local institutions have improved capacity to deliver response services in line with international standards.
- Output 1.3: Cross-sectoral collaboration among civil society organizations, professional associations and private sector for prevention, response, advocacy and monitoring of CEFM is increased.

Applicants are required to reflect how their proposals will address the immediate and mid-term impacts of earthquake in the respective area. Indicative areas of intervention are provided below.

- To support the development of the capacities of service delivery of the CSOs including women’s organizations, and public service providers, providing mentorship and supervision at the local level on systematic identification, referral, case management and response to CEFM cases, and advocacy skills
- To provide capacity-building support to grassroots women-led organizations to establish or operate counselling centers, crisis centers, helplines, etc.; and to provide legal aid, referrals, and other relevant modalities of support for survivors of VAWG.
- To develop and disseminate training modules and advocacy materials.
- To implement advocacy and awareness-raising activities to increase women’s understanding of their rights to quality essential services and to contribute to higher rates of reporting and use of support services.
- To participate in provincial monitoring activities and meetings on CEFM with civil society and government institutions, as well as VAW-CEFM related coordination meetings in the province
- To raise awareness among community members including children and youth, especially girls and women, as survivors, parents, and community members in targeted areas on CEFM
- To share best practices and lessons learned in combatting CEFM with local CSOs to strengthen their interventions.
- To facilitate networking opportunities between local CSOs and other stakeholders to share knowledge and resources on CEFM prevention and protection.

Under the abovementioned 2 outputs, UN Women’s work on activities aiming to strengthen policy and legislative framework and service delivery will cover 5 project provinces (Adana, Edirne, Gaziantep, Izmir and Kocaeli), while community-based interventions will be expanded to selected 5 provinces where rates of CEFM are higher than the national average in Türkiye. UN Women’s interventions will also take into consideration the evolving needs of women and girls in the areas affected by the earthquake.

While UN Women will be contributing to the achievement of the national level policy making and advocacy, it will provide a comprehensive list of services at the local level in the project provinces. The list of aimed results of these interventions through the PA are below:

⁴ https://www2.unwomen.org/-/media/field%20office%20eca/attachments/publications/2021/3/report%20on%20reserach%20of%20male%20perception%20on_cefm_baski-min.pdf?la=en&vs=749

⁵ <https://www.ceze.ceid.org.tr/yay%C4%B1nlar>

- Support the development of the capacities of at least 10 women-led CSOs in the project provinces. This includes providing mentorship and supervision at the local level for systematic identification, referral, case management, and response to CEFM cases. Capacity-building should also focus on advocacy skills to enable CSOs to effectively advocate for the prevention of CEFM.
- Provide capacity-building support to women-led CSOs to establish or include CEFM response to counseling centers. These centers should offer a range of services, including legal aid, referrals, and other relevant support modalities for survivors of Violence Against Women and Girls (VAWG).
- Develop and disseminate training modules and advocacy materials tailored to the needs of women-led CSOs. These materials should empower CSOs to effectively engage in awareness-raising and advocacy activities related to CEFM and VAWG.
- Encourage women led CSOs to actively participate in provincial monitoring activities and meetings related to CEFM, both with civil society and government institutions. In addition, support their involvement in VAW-CEFM related coordination meetings in the province.

2.1 Specific Requirements of the Proposal

UN Women will prioritize applications from women-led organizations.

To be considered a “women-led”, the organization must demonstrate that its core work is in the field of women’s rights, gender equality, the elimination of VAWG, women’s access to justice, or women’s economic empowerment. The official mission and vision statements of the organization must reflect its commitment to pursuing gender equality and empowering women and girls. To be considered a “women-led organization”, the organization must demonstrate that it is governed and led by women. This requires evidence that a minimum of 51 percent of leadership positions across decision-making levels in the organization, including management, senior management, and board levels, are held by women.

The activities may be leveraged through partnerships and engagement with public institutions, local authorities and the private sector. The proponents may partner with other relevant organizations to implement the project. Partners will be selected among academic institutions, right-based platforms and organizations, and in particular, CSOs. The proponents should clearly describe and define the purpose and nature of the planned partnerships.

Proponents selected and awarded with Partnership Agreements will operate as UN Women’s Responsible Parties (RPs)⁶. The RPs will participate in the thematic dialogue, networking, experience-sharing events to be organized by UN Women.

All knowledge products and communication materials produced under the Partnership Agreement will be approved by UN Women and shall acknowledge the support of UN Women. They shall be in line with the SIDA communication and visibility tools and the SIDA-UN joint visibility guidelines. SIDA visibility requirements will be part of the Partnership Agreement.

Women-led CSO is expected to provide guidance to the Roma CSO which UN Women is in collaboration with another partner agreement in adopting a gender and feminist approach, which can include empowering girls and women to make informed decisions about their lives, promoting gender-equitable norms and attitudes, and challenging stereotypical or harmful norms (for example around “salvation” or “safety” of girls) that contribute to and perpetuate CEFM.

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

Indicative start date: June 2024

Indicative end date: September 2024

6. Budget Request

The maximum estimated budget for each application within this call for proposal is 40.000 USD converted in Turkish Liras (TRY). Budget proposals should be submitted in TRY. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the deadline of submission.

⁶ A Responsible Party is an entity engaged by UN Women to support programme implementation providing services and/or goods using the programme budget and managing the use of these goods and/or services to carry out planned activities and produce outputs.

7. Institutional Arrangement

The selected organisation(s) will sign a Project Cooperation Agreement (PCA) with UN Women. A competitive selection process will take place to identify the potential Responsible Party. The CSO/CSO network will be selected only if it has proven capacity to deliver the proposed activity. The CSO's capacity will be assessed by UN Women as per UN Women's policies, rules, and regulations.

8. Reporting

The selected partners will be the principal responsible party but will work closely with UN Women during programme implementation. The partner will provide regular narrative and financial reports in line with UN Women guidelines and requirements. All knowledge products and communications materials that would be produced under this agreement must acknowledge the support and seek approval of UN Women.

9. Competencies

9.1 Technical/functional competencies required:

- Track record of experience in the field of women's human rights, gender equality, and women's empowerment.
- Specialized knowledge and expertise in the field relevant to the proposal (e.g., elimination of Violence Against Women, increasing women's access to justice/human rights mechanisms, advancing women's economic empowerment, CEFM).
- Experience in engaging with multiple stakeholders, including governmental and non-governmental organizations, community-based organizations, and advocacy networks.
- Capacity to deliver the proposed activity, as assessed by UN Women in accordance with UN Women's policies, rules, and regulations.

The CSOs will be selected only if they have proven capacity to deliver the proposed activity. The CSOs' capacity will be assessed by UN Women as per UN Women's policies, rules, and regulations.

9.2 Other competencies, which while not required, can be an asset for the performance of services:

- Experience in facilitating exchange of ideas, good practices, and dissemination of knowledge and information throughout Türkiye in the specific field of work is an asset.
- Familiarity with UN Women will be an asset.

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

CFP – TUR – 2024 – 01

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

Mandatory requirements/pre-qualification criteria	Proponent’s response
Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
Confirm proponent is duly registered or has the legal basis/mandate as an organization.	Yes/No
Confirm proponent as an organization has been in operation for at least five (5) years ⁷ .	Yes/No
Confirm proponent has a permanent office within the location area.	Yes/No
Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation.	Yes/No
Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) ⁸ .	Yes/No
Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list.	Yes/No

⁷ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

⁸ Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

Section 2

CFP – TUR – 2024 – 01

a. Instructions to proponents (Responsible Parties)

1. Introduction

- 1.1 UN Women invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party.
- 1.2 UN Women is soliciting proposals from Civil Society Organizations (CSOs). Women's organizations or entities are highly encouraged to apply.
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UN Women may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, 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.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UN Women, by email at turkey.procurement@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 proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

3. Eligibility

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

4. Mandatory/pre-qualification criteria

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

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 e-mail 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 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.

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 proposal

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 translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

8. Submission of proposal

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

All proposals should be sent by email to the following secure email address: turkey.procurement@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 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.

10. Proposal currencies

10.1 All prices shall be quoted in Turkish Liras (TRY).

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.

11. Evaluation of technical and financial proposal

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

11.1.1 Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by 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 $(\$10.00/\$20.00) \times 30$ points = 15 points

12. Preparation of proposal

12.1 You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent’s own risk and may result in rejection of proponent’s proposal.

12.2 Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of 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.

12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item

will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.

12.6 Proponent’s proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

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

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

13 Format and signing of proposal

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

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

14 Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. 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 6 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 Proposal: Strengthening the capacity of women-led organizations on response and advocacy for Elimination of Child, Early and Forced Marriage (CEFM) in Türkiye as a Form of Violence against Women (VAW)

CFP – TUR – 2024 – 02

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form (**Annex B1-1**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B1-2**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B1-2. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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

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

1. Nature of the proposing organization - Is it a community-based organization, national or sub-national NGO, research, or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

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

This section should articulate the proponent's understanding of the UN Women Terms of Reference (TOR). It should contain a clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined and will form an important part of the agreement between the proposing organization and 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 in the Implementation Plan all required milestone reports and monitoring reviews.

Implementation Plan

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

Monitoring and Evaluation Plan (max. 1 page)

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

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

Component 5: Risks to Successful Implementation (1 page)

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

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

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

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

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
- The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
- “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions,

- if that is lower. The flat rate is calculated on the eligible Direct Costs.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line-item categories, list the item under other costs, and state what the money is to be used for.
 - The figures contained in the Budget Sheet should agree with those on the proposal header and text.

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Turkish Lira]	Total, [Turkish Lira]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts				
5. Other costs ⁹				
6. Incidentals				
7. Other support requested				
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

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

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

(Signature) (Seal)

(Printed Name and Title)

(Date)

⁹ "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

Annex B-3
Format of resume for proposed staff

Call for Proposal: Strengthening the capacity of women-led organizations on response and advocacy for Elimination of Child, Early and Forced Marriage (CEFM) in Türkiye as a Form of Violence against Women (VAW)

CFP – TUR – 2024 – 01

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex B-4

Capacity Assessment minimum Documents

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

Call for Proposal: Strengthening the capacity of women-led organizations on response and advocacy for Elimination of Child, Early and Forced Marriage (CEFM) in Türkiye as a Form of Violence against Women (VAW)

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Governance, Management and Technical

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

Administration and Finance

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

Procurement

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

Client Relationship

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