

Call for Proposal (CFP)
Empowering Youth for a Peaceful, Prosperous, and Sustainable Future in Kosovo
CFP No. 1/2019

Section 1 – CFP letter

UNWOMEN plans to engage women civil society organizations (CSOs) and networks as Responsible Party, as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN Project Office in Kosovo¹ at the address info.kosovo@unwomen.org not later than 11:59 PM (CEST) 17 July 2019.

This UNWOMEN Call for Proposals consists of four sections and a series of annexes that will be completed by proponents and returned with their proposal:

- CFP section 1: CFP letter (this document)
- CFP section 2: Proposal data sheet
- CFP section 3: Instructions to proponents
- CFP section 4: UNWOMEN Terms of Reference

CFP forms to be returned (mandatory):

- Annex B2-1 Proposal/no proposal confirmation form
- Annex B2-2 Mandatory requirements/pre-qualification criteria
- Annex B2-3 Call for proposal (Template for proposal submission)
- Annex B2-4 Resumes of proposed team members

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

¹ All references to Kosovo shall be understood to be in full compliance with UN Security Council Resolution 1244 (1999)

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Section 2: Proposal data sheet

Program/Project: UN Joint project "Empowering Youth for a Peaceful, Prosperous, and Sustainable Future in Kosovo".

Project official's name: Vlora Nushi
Email: vlora.nushi@unwomen.org
Telephone number: +383 38 554 654
Issue date: 26 June 2019

Requests for clarifications due

Date: 03 July 2019 (*via e-mail*)
Time: 5:00 PM (CEST)

UNWOMEN Project Office in Kosovo clarifications to proponents due

Date: 05 July 2019
Time: 5:00 PM (CEST)

Proposal due

Date: 17 July 2019
Time: 11:59 PM (CEST)

Planned award date: 26 July 2019

Planned contract start date: 01 August 2019

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Section 3: Instructions to proponents

1. Introduction

- 1.1. UNWOMEN invites civil society organizations (CSOs) and networks that are legally registered in Kosovo and have specialized knowledge, expertise and track record of working on gender equality and women's empowerment to submit Project Proposal and Results Based Budget to provide to provide services associated with the UN Women requirement for Responsible Party.
- 1.2. Description of the services required is described CFP Section 4 Terms of Reference.
- 1.3. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN 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.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this CFP, **all communications must be directed only to UNWOMEN Kosovo, by email at info.kosovo@unwomen.org**. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

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

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2-2. See section 10 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 B2-2. 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.

4. Clarification of CFP documents

- 4.1. A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined in section 2. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.
- 4.2. 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.

5. Amendments to CFP documents

- 5.1. At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.
- 5.2. In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

6. Language of proposal

- 6.1. The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English.
- 6.2. 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.

7. Submission of proposal

- 7.1. Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2) in one email with the CFP reference and the clear description of the proposal, by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted.

The email text body should indicate the name and address of the proponent. Proposal should be submitted in one email, clearly marked with the email subject line and corresponding attachment should read:

CFP No. 1/2019– (name of proponent) – PROPOSAL

All proposals should be sent by email to the following secure email address: info.kosovo@unwomen.org

- 7.2. Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN after the due date and time may be rejected.
- 7.3. When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNWOMEN inbox. UNWOMEN shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UNWOMEN in the dedicated inbox on or before the prescribed CFP deadline.
- 7.4. **Late proposals:** Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document may be rejected.

8. Clarification of proposals

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

9. Proposal budget and currencies

The proposed intervention size and budget request per project must fall between a minimum indicative amount of 85.000 EUR and a maximum amount of 90.000 EUR. All prices shall be quoted in EUR (Euro).

UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued

in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply, available at:

<https://treasury.un.org/operationalrates/OperationalRates.php>.

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.

10. Mandatory requirements/pre-qualification criteria

- 10.1. The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 10.2. 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.

11. Evaluation of technical and financial proposal

Only proponents meeting the mandatory criteria will advance to the technical and financial evaluation in which maximum possible 100 points may be determined. Technical evaluators who are members of a Committee for Partners’ Assessment (CPA) appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below.

<p>Relevance and technical capacity:</p> <ul style="list-style-type: none"> • Quality of the context analysis and problem identification; • Proposed staffing (number and expertise) for the services to be delivered; • Organizational experience and proven track record/credibility on women’s human rights, youth, women’s empowerment in decision-making, work with young women from multi-ethnic communities, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required • Relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	<p>25 points</p>
<p>Implementation strategies:</p> <ul style="list-style-type: none"> • Pertinence of the proposed activities against expected results as specified in Terms of Reference • Proposed strategy on increasing the role and agency of young women in decision-making and peace and security processes at central and local levels; description of the methodology how civil society organizations that need to have a strengthened role in supporting young women's inclusion in decision-making and increased participation in peacebuilding are identified; proposed intervention envisaging contributing to increased leadership skills of young 	<p>30 points</p>

	women, including the cooperation with other civil society organizations; outline of how the organization is planning to conduct and disseminate quantitative and qualitative research, including what tools to use, with the aim of increasing evidence-based awareness on the instrumental role of young women in decision making to achieve sustainable peace	
	<ul style="list-style-type: none"> Proposed partnerships to successfully implement the project and their roles, including information on how your organization will work with other partners (including formal/informal networks and community-based organizations) to implement activities 	
	Sustainability: <ul style="list-style-type: none"> Application of participatory process to bring together various partners; Adequate risk analysis and proposed mitigation measures; 	10 points
	Innovative Approaches	5 points
	Budget Proposal	30 Points
	TOTAL	100 points

Minimum score to be eligible is 70 points.

Only proponents passing the minimum score will be contacted to proceed with shortlisting and a capacity assessment review. During the capacity assessment review, the proponent will be requested to submit documents demonstrating the organization's technical capacity, governance and management structure, financial and administrative management.

12. Preparation of proposal

- 12.1. You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.
- 12.2. Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 12.3. Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4. The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
- 12.5. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6. Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

Part of proposal	Proposal / no proposal confirmation form (Annex B2-1)
Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B2-2)
Part of proposal	Template for proposal submission (Annex B2-3)
Part of proposal	Resumes of proposed team members with prescribed information (Annex B2-4)

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 initialed by the person or persons signing the proposal.

14. Award

- 14.1. Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.
- 14.2. The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP. Start date and end date for completion of required services/results 01 August 2019 – 31 May 2020 (10 months).

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Section 4
UN Women Terms of Reference

I. Introduction

Background/Context for required services/results

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in supporting local priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women Kosovo Office continuously contributes to the legislative framework and standards on gender equality and women's empowerment and to the establishment and advancement of gender mechanisms at local and central levels, and promotes women's participation in conflict prevention and resolution, peace-building efforts as well as in decision-making processes, and women's access to justice.

UN Women Kosovo Office supports the implementation of the UN Women ECA RO's Strategic Note for 2019-2021, covering the following thematic areas: Ending violence against women, and advancing and strengthening implementation of the Women, Peace and Security agenda.

Through its programmes and projects, UN Women Kosovo Office is providing technical assistance and capacity building support to national partners (government and non-governmental institutions) and international partners in the implementation of existing international and national commitments to women's rights and gender equality; it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life. In line with its mandate, UN Women Kosovo Office implements the "Empowering Youth for a Peaceful, Prosperous, and Sustainable Future in Kosovo" (EYPPSFK) project, funded by the UN Secretary-General's Peacebuilding Fund.

The project is an 18-month joint initiative implemented by UNDP-UNV, UNICEF and UN Women, under the strategic guidance of the UN Development Coordinator in Kosovo, that will directly engage positive influencers of a shared future, namely young women and men from communities divided by perpetuation of conflict dynamics, who have been under-represented in leadership to work together on issues of shared interest and concern and become more active changemakers who will catalyze peace and trust-building efforts in Kosovo. Through this mechanism, the "habit" of cooperation will be established and consolidated, providing empirical challenge to divisive narratives.

Since 2005, the UN Kosovo Team has promoted UNSCR 1325 and supported its implementation in Kosovo, also through the National Action Plan. Nevertheless, significant challenges persist with regards to meaningful participation of women in peacebuilding and decision-making more broadly. It is of paramount importance that UN Kosovo Team continues support to the implementation of UNSCR 1325 and UNSCR 2250, and in particular women's participation in decision making processes regarding peace and security policies.

Responding to the identified challenges and opportunities to develop mutually-reinforcing interventions that at one and the same time challenge divisive narratives and inherited prejudice between communities, reduce distrust between communities and service providers serving those communities, and enhance intergenerational understanding and tolerance, the project will employ a well-rounded, multi-pronged intervention utilizing global best practices and based on evidence-informed priorities.

The geographical scope of activities will be the 15 municipalities in the Prishtinë/Priština and Mitrovicë/Mitrovica regions in Kosovo. These regions feature a high degree of linguistic and identity group diversity. Specifically, within this geographical scope, the project will target young women and men, in the age group 16-26 (which previous studies on youth marginalization have identified as those most vulnerable).

This Call for Proposals is related to the UN Women component of the joint UN project, which aims at increasing leadership capacity and influence of young women and girls to engage in peacebuilding. UN WOMEN is inviting civil society organizations (CSOs), CSO networks or community-based organizations working on gender equality, women's empowerment and peacebuilding, to submit proposals that aim to: Provide technical expertise and platforms to CSOs and women's groups to strengthen their agency and role as peacebuilding actors.

General Overview of services required/results

The specific project under this proposal contributes to the project's Specific Output 1.3: "Leadership capacity and influence of women and young girls to engage in peacebuilding has been increased". The planned interventions will focus on providing technical expertise and platforms to CSOs and women's groups in the target localities to strengthen their agency and role as peacebuilding actors.

The UN Women component of the joint UN project is linked to specific commitments of the Women, Peace and Security Agenda with the focus on the role of young women as agents of change in and between communities. Civil society organizations, in particular women's organizations, play a crucial role in supporting young women's inclusion in decision-making and participation in peacebuilding. Civil society organizations, given their nature, network and wide reach, are uniquely positioned to conduct research on the role of women in peacebuilding, with a focus on the realities, needs and actions of young women in conflict & post-conflict, including their contributions to peace and security. The lack of data and research regarding young women is a major impediment to the development of evidence-based and appropriate policies and practices. Such research would help mitigate pervasive gender – and age-based stereotypes preventing young women from participating in initiatives targeting the entire society. Any meaningful knowledge product must aim to reach a diverse audience of key stakeholders, including decision-makers and policy-makers within governments, civil society, educators, community leaders, religious organizations etc. Furthermore, civil society organizations are instrumental in informing young women about their rights and empowering them to claim what they are entitled to by further increasing their skills and capacities, which also includes language skills in order to consult different materials but also advocate at different levels and with different communities.

In Kosovo, women's organizations are active at both the local and central levels. Their expertise and organizational strengths vary regarding their capacities in networking, policy development, advocacy, outreach and community mobilization.

In this context, UN Women is issuing a Call for Proposals (CFP) to select a Responsible Party to improve services to provide technical expertise and platforms to CSOs and women groups by:

- a) Capacity building of CSOs and women's groups to strengthen their role in supporting young women's inclusion in decision-making and increased participation in peacebuilding;
- b) Conduct of research on the role of women in peacebuilding, with a focus on the realities, needs and actions of young women in conflict & post-conflict, including their contributions to peace and security;
- c) Sensitization and information sharing workshops with stakeholders and communities on the importance

of young women's agency and voice as peacebuilding actors;
d) Facilitating language classes in Serbian/English and Albanian/English respectively for women CSOs in target municipalities.

The methodology to be applied should:

- be innovative, inclusive, area-based and context specific
- replicable so that experience gained in these two regions could serve as a basis for future similar interventions
- integrate analytical, documentation/knowledge management and communication components

UN Women expects the following results upon project completion:

- CSOs and women groups in the target localities have strengthened agency and role as peacebuilding actors.

II. Description of required services/results

The design and implementation of the project should be guided by the following principles:

- Human rights-based and gender-responsive approaches that place first priority on promoting, protecting and fulfilling the human rights of women;
- Activities that bring to the attention of key stakeholders, including decision-makers and policy-makers and general public the instrumental role of young women in building sustainable peace, and the barriers that limit their participation in decision-making and as such in security and peace processes;
- Focus on the centrality of including young women actively in projects aiming at enhancing their skills, capacity and leadership;
- Evidence-based programming, building on lessons learned and recommended practices, to ensure optimal results and use of resources;
- Coordination and multi-sectorial partnerships, including among government organizations, nongovernmental organizations, women's and other civil society groups;
- Commitment to knowledge sharing, by documenting, evaluating and disseminating results, and working with UN Women staff in the process;
- Priority placed on sustainability of results;
- Communication and visibility in line with the programme communication strategy, which will be defined at the stage of project proposal finalization.

Specific expected deliverables:

1. Implement a variety of activities and initiatives to increase the capacities of civil society organizations and strengthen their role in supporting young women's and women's inclusion in decision-making and increased participation in peacebuilding;
2. Conduct thorough quantitative and qualitative research concentrating on young women in post-conflict and their contribution to peace and security processes that is informed by appropriately disaggregated data and diverse narratives;
3. Organize workshops with different communities on the importance of young women's agency and voice as peacebuilding actors (including presentation of research);
4. Design and implement advocacy campaigns to promote young women's inclusion in peacebuilding and its centrality;
5. Support CSOs to conduct advocacy events and public sensitization on the role of young women in peace and decision-making;
6. Collaborate with institutions and civil society organizations to provide language classes in

Serbian/English and Albanian/English respectively for women in target municipalities;

7. Develop and conduct pre and post activity surveys.

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

01 August 2019 – 31 May 2020 (10 months)

IV. Budget Request

The proposed intervention size and budget request per project must fall between a minimum indicative amount of EUR 85.000 and a maximum amount of EUR 90.000. Budget proposal should be submitted in the local currency, EUR (Euro). All currency exchanges should be calculated using the UN Operational Exchange Rate as per the date of submission of proposal available at:

<https://treasury.un.org/operationalrates/OperationalRates.php>

V. Competencies

Proponent must demonstrate experience in implementing programmes on gender equality and peacebuilding through an organizational resume of past implementing experience of related projects and areas of expertise

- a) Technical/functional competencies required;

Requirements of Project Manager/Team Leader:

- Education: Degree in Management, Public Administration, Law, Economics, Gender Studies and Social Sciences or related field;
- Work Experience: At least 3 years' experience of implementing human rights, gender equality and women's empowerment programmes/projects;
- Language Qualifications: English, Albanian and Serbian;
- Knowledge of the specific challenges of young women in decision-making and peace and security processes at central and local levels in Kosovo;
- Experience in design, monitoring and evaluation of development programmes/projects and establishing partnership with international organization and governments;
- Other competencies, which while not required, can be an asset for the performance of services, such as: Previous experience working with the UN agencies, UN Women Kosovo and international organizations.

Requirements of Finance Officer:

- Education: Degree in Business Administration, Commerce, Human Resources, Finance, and any other related field;
- Work Experience: At least 3 years' experience in finance management, reporting and accounting;
- Experience in usage of office software packages (MS Word, Excel, etc.).

Annex B2-1

Call for Proposal (CFP) Empowering Youth for a Peaceful, Prosperous, and Sustainable Future in Kosovo CFP No. 1/2019

Proposal/no proposal confirmation form

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

Date:

To: UNWOMEN

Email: info.kosovo@unwomen.org

From: _____

Subject _____

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

- The requested products are not within our range of services
- We are unable to submit a competitive proposal for the requested services at the moment
- We cannot meet the requested terms of reference
- Your CFP is too complicated
- Insufficient time is allowed to prepare a proposal
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- Other (please provide reasons) _____

- We would like to receive future CFPs for this type of services
- We don't want to receive CFPs for this type of services

If UNWOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

Annex B2-2
Call for Proposal (CFP)
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Mandatory requirements/pre-qualification criteria

Description of Services:
CFP No.1/2019

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

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least three (3) years	Yes/No
1.4. Confirm proponent has a permanent office within Kosovo.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6. Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7. Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

Annex B2-3

Call for Proposal (CFP)

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Template for proposal submission

Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)
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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 women CSO or network?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups and sub-groups
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

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

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

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

Component 3: Description of the Technical Approach and Activities (max 2.5 pages)
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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, including the targeted number of beneficiaries.

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 only costs which directly 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 you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [local currency]	Total, [local currency]	EUR	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Workshops				
4. Travel				
5. Contracts (Translations,				

Printing and publications etc.)				
6. Other costs ²				
7. Incidentals				
8. Other support requested				
9. Contingency (max 5%)				
Total Cost for Result 1				

² "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 B2-4
Call for Proposal (CFP)
Empowering Youth for a Peaceful, Prosperous, and Sustainable Future in Kosovo
CFP No. 1/2019

Format of resume for proposed staff

Name of Staff: _____

Title: _____

Years with Organization: _____ 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.