

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

### Section 1

CFP No.: CFP/UNW/BIH/02/2020

#### a. CFP letter for Responsible Parties

UN-WOMEN plans to engage three (3) civil society organization as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference.

Proposals must be received by UN-WOMEN at the address specified not later than 23.59 CET on 24<sup>th</sup> of May 2020.

The budget for this proposal should be:

- a. up to 140.000,00 BAM for funding objective 1;
- b. up to 70.000,00 BAM for funding objective 2;
- c. up to 70.000,00 BAM for funding objective 3.

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><u>Section 1</u></p> <ol style="list-style-type: none"> <li>a. CFP letter for Responsible Parties</li> <li>b. Proposal data sheet for Responsible Parties</li> <li>c. UN Women Terms of Reference</li> </ol> <p><u>Section 2</u></p> <ol style="list-style-type: none"> <li>a. Instructions to proponents</li> </ol> <p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria  <b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>	<p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria  <b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>

Interested proponents may obtain further information by contacting this email address: [unwomen.bih@unwomen.org](mailto:unwomen.bih@unwomen.org)

#### b. Proposal data sheet for Responsible Parties

**Program/Project:** UN Women CO BIH Strategic Note Output 3.1.1. (EVAW, Protection)

**Program official's name:** Minja Damjanovic, EVAW Project Manager

**Email:** [unwomen.bih@unwomen.org](mailto:unwomen.bih@unwomen.org)

**Telephone number:** +387 33 293 560 (due to COVID remote working conditions, please use send all your quests to an e-mail [unwomen.bih@unwomen.org](mailto:unwomen.bih@unwomen.org))

**Issue date:** 4<sup>th</sup> May 2020

#### Requests for clarifications due:

**Date:** 17<sup>th</sup> May 2020

**Time:** 23:59 CET

(via e-mail): [unwomen.bih@unwomen.org](mailto:unwomen.bih@unwomen.org)

#### UNWOMEN clarifications to proponents due: [if applicable]

**Date:** 19<sup>th</sup> May 2020

**Time:** 23:59 CET

#### Proposal due:

**Date:** 24<sup>th</sup> May 2020

**Time:** 23:59 CET

#### Planned award date:

June 2020

#### Planned contract start-date / delivery date (on or before):

1<sup>st</sup> July 2020

## c. UN Women Terms of Reference

### 1. Introduction:

#### a. Background/Context for required services/results

Violence against women and girls is a widespread social problem in Bosnia and Herzegovina (BiH), and a serious violation of fundamental human rights. Despite considerable efforts of different government and non-government actors to tackle violence against women and domestic violence, almost one in two women in BiH has experienced some form of abuse including intimate partner violence, non-partner violence, stalking and sexual harassment since age 15 (OSCE, 2019). One in seven women or 14% have experienced partner or non-partner physical or sexual violence while 28% of women have experienced sexual harassment. Interestingly, proportion of women who said they experienced sexual harassment in the EU is almost double in average (55%), ranging from 24% in Bulgaria to 81% in Sweden.

The entry into force of the Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention) in August 2014 has marked an important milestone in BiH efforts to introduce, implement and monitor the implementation of highest standards in prevention and response to all forms of violence against women.

UN Women is committed to supporting governmental and non-governmental led processes in the implementation of the Istanbul Convention and strengthening institutional and social response mechanisms to end violence against women and domestic violence. These efforts were intensified in period 2016-2019 through implementation of the project "Standards and Engagement for Ending Violence against Women and Domestic Violence in Bosnia and Herzegovina" supported by the Swedish Government and the regional program on ending violence against women "Implementing Norms, Changing Minds" funded by the European Union. As a result of these projects survivors of VAW and DV have access to better quality multisectoral services. With the support of Swedish Government 27 local multisectoral teams with 292 representatives of first responders' institutions are established and functional, 32 local policies for combating DV have been developed and adopted, and 988 professionals enhanced their capacities for multi-sectoral response. Furthermore, men, women and young people in selected communities were strongly engaged in fostering favourable social attitudes and behaviours towards ending VAW. To this date, 6105 high school students (52% young men) have increased their knowledge and capacities to prevent VAW and DV. Moreover, 25% of the young men and boys trained don't perceive domestic violence as a private matter. 51 religious communities' representatives raised their capacities to prevent DV. In addition, 270 media professionals have increased capacities for responsible reporting on GVB.

During 2018 UN Women worked extensively on developing Strategic overview of EAW work in BiH and Final evaluation of the project Standards and Engagement for Ending Violence against Women and Domestic Violence, results and recommendations of which were used to feed the process of future programming. Based on the conclusions and recommendations obtained from these processes, UN Women reviewed its programming priorities in the area of EAW in BiH until 2021 as reflected in UN Women Strategic Note, implementation of which is financially supported by the Swedish Government.

COVID 19 pandemic pushed UN Women to additionally revise its plans in order to adapt to the new circumstances and address immediate and long-term needs of survivors of violence against women. Experience has shown that during crises women and girls are placed at a heightened risk of violence, including domestic violence. UN Women will work on providing better access to information and services to women and girl survivors of gender-based violence, or at risk of violence to obtain and benefit from essential and specialized services. UN Women will also identify most excluded women and girls and work to provide special livelihoods activities for reintegration and rehabilitation of survivors of violence.

#### b. General Overview of services required/results

UN Women CO BiH seeks to engage three (3) civil society organization (CSOs) (one per each funding objective), that will contribute to achieving **UN-Women CO BiH Strategic note Impact 3: Women and girls live a life free of violence and Output 3.3.1. Service providers have improved capacities for service delivery for survivors of violence against women and girls.** By building on the results achieved by different stakeholders in ending violence against women in Bosnia and Herzegovina, UN Women particularly seeks to support the provision of specialized and multi-sectoral services to survivors of domestic violence, violence against women and sexual violence in the post COVID 19 recovery phase by addressing the challenges emerged as a result of pandemic.

With this Call for Proposal, UN Women seeks to contribute to increasing the quality of response to survivors of domestic violence and violence against women in light of COVID19 response and recovery guided by Declaration of the Committee of the Parties to the Istanbul Convention<sup>1</sup> during the outbreak of the current pandemic of COVID-19. Namely, UN Women seeks

<sup>1</sup> The Council of Europe (April 2020) Declaration of the Committee of the Parties to the Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention) on the implementation of the Convention during the COVID-19 pandemic

to support: a. enhancing the provision of specialized services in post- COVID 19 recovery period; b. enhancing multi-sectoral response to domestic violence survivors in post COVID 19 phase and c. harmonization of legislation and capacities to provide response to sexual violence in Bosnia and Herzegovina with Istanbul Convention.

Submitted proposals should include following guiding principles:

- 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, nongovernmental, women's and other civil society organizations and networks;
- Participatory approach in designing activities and improvements, making sure implementation of the "leave no one behind" principle;
- Commitment to sharing knowledge, by documenting, evaluating and disseminating results, and working with UN Women staff in the process;
- Priority placed on consistency of activities and sustainability of results beyond the project duration.

## 2. **Description of required services/results:**

Levels of domestic violence and violence against women are arguably already at epidemic levels in society, however they spike when households are placed under the increased strain that comes from insecurity, health, money worries, and cramped or confined living conditions. Reportedly domestic violence has tripled recently in some countries practicing social distancing, COVID-19 is likely driving similar trends right now<sup>2</sup> in BiH. This problem will only get worse as the financial impact of the crisis hits families.

In order to receive immediate feedback from women's CSO that are providing specialized services for survivors of domestic violence, UN Women BiH performed a Rapid Needs Assessment exercise. Information was collected with two purposes, to understand immediate needs and longer-term consequences that pandemic will have on prevention and protection of survivors from domestic violence and re-programme initially planned funds to address them.

Under this call, UN Women will support three (3) CSOs, one per each of the following funding objectives:

1. Funding objective 1: Partner that includes sub-partnerships of CSOs providing specialized service
2. Funding objective 2: Individual partner or partner that includes sub-partnerships
3. Funding objective 3: Individual partner or partner that includes sub-partnerships

### **Funding objective 1: Enhancing the provision of specialized services in post- COVID 19 recovery period.**

Rapid needs assessment of the shelters as well as other feedback collected from the field, showed structural and capacity-related issues in the provision of specialized services for domestic violence survivors. Service providers are under-capacitated and burned out, facing serious challenges to provide services in the time of social distancing and hampered access to general services.

In order to address some of the outlined challenges, successful proposals should encompass some of the following elements:

- a. Increasing and strengthening capacities of service providers for provision of specialized services (falling within these categories: procurement of outdated or missing equipment /furniture in the shelters; procurement of communication software for provision of specialized services; supervision for professionals providing services; support to exit strategies for survivors leaving the shelters; support for economic empowerment schemes/plans/programmes specifically targeting survivors of DV, and other well justified needs for strengthening capacities as described by the applicant);
- b. Assessment of capacities, good practices and challenges in provision of specialized services during COVID 19 crisis and post-COVID 19 phase. Assessment should be used for strengthening policy and/or capacities of service providers to enable continuing provision of services to domestic violence survivors in crisis or emergency situations.

Please note that submitting proposals do not have to address all of the above elements to be eligible. All expressed needs for increasing and strengthening capacities of service providers to provide specialized services should be well justified in the proposal submission.

### **Funding objective 2: Enhancing multi-sectoral response to domestic violence survivors in post COVID 19 phase**

Emergency situations in RS, BD and FBiH indicated a special protocol for institutions providing immediate response to survivors of domestic violence. Referral mechanism were reportedly not functioning as before, and provision of multi-sectoral services has been a challenge.

In order to address the above-mentioned challenge and contribute to adaption of provision of multi-sectoral service in emergency and crisis situations, successful proposals under this objective should include one or more of the following elements:

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<sup>2</sup> IASC (2015). Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Action: Food Security and Agriculture.

- a. Assessment of the provision of multi-sectoral service to survivors of domestic violence during COVID 19 crisis. Assessment should be used to understand good practices and challenges in access to and provision of services during COVID 19 crisis and to develop proposals on how to enhance these services;
- b. Assessment of policy and legislation in relation to provision of multi-sectoral services to survivors of domestic violence in emergencies and crisis situation. Assessment should be used to enhance current policies to address the gaps found in provision of services during COVID 19 pandemic;
- c. Outreach and/or media campaigns addressing the consequences of COVID 19 to survivors of domestic violence and increase of domestic violence in Bosnia and Herzegovina.

**Funding objective 3: Harmonization of legislation and capacities to provide response to sexual violence in Bosnia and Herzegovina**

Limited available researches on sexual violence<sup>3</sup> against women in BiH show a poor rate of reported cases. Fear of social stigma and repercussion, uncertainty of survivor if violence constitutes a criminal act, doubts in the legal system are among causes for poor reporting (SOC, 2017). Mapping of sexual violence services indicate there are no rape crisis centres in BiH that provide services such as medical and forensic examination or support and counselling, as stipulated by the Istanbul Convention (WAVE, 2019). Convention requires from the state to take necessary legislative or other measures providing a coordinated response of institutions and organizations to a case of violence as well as protection and support to survivors of all forms of violence against women (Istanbul Convention, 2011).

In order to address the above-mentioned issue, successful project proposals should include one or more of the following elements:

- a. Assessment of the policy and legislation in BiH and its harmonization with Istanbul Convention. Assessment should be used to develop a policy proposal for harmonization of legislation with the standards of Istanbul convention;
- b. Assessment of the type, capacities, quality and availability of services for survivors of sexual violence. Assessment should be used to develop proposals for enhancing the provision of services (such as guidelines, protocols, training packages, minimum standards, etc.);
- c. Outreach/media campaign raising awareness about the presence and consequences of sexual violence in BiH, including addressing the stigma related to survivors of sexual violence.

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

The proposals are expected to cover period of 9 months, from July 1<sup>st</sup> 2020 to March 31<sup>st</sup> 2021.

**4. Competencies:**

**a. Technical/functional competencies required:**

- Registered civil society organization working in Bosnia and Herzegovina;
- Detailed information of the previous experience in the implementation of programs in the area of combating violence against women and gender equality;
- Proven experience in monitoring human rights policies and standards, designing and advocating for policy options;
- Priority will be given to proposals that foster cooperation and networking with other non-governmental and governmental institutions.

**b. Other competencies, specific to the funding objectives:**

- Funding objective 1: Priority will be given to proposals that are targeting all shelters for survivors of domestic violence in BiH. Submitting CSOs should have at least 5 years of experience in direct provision of specialized services to survivors of domestic violence and cooperation with other CSOs in the implementation of similar projects;
- Funding objective 2 and 3: Priority will be given to proposals that will form wider partnerships and cover larger territory of Bosnia and Herzegovina (within and across Federation of BiH, Republika Srpska and District Brcko).

<sup>3</sup> Sexual violence is defined as any form of unwanted verbal, non-verbal or physical behaviour of sexual nature.

## Section 2

CFP No. CFP/UNW/BIH/02/2020

### a. Instructions to proponents (Responsible Parties)

#### 1. Introduction

- 1.1 UN WOMEN CO Bosnia and Herzegovina (hereafter UNWOMEN) invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for Responsible Party.
- 1.2 UN-WOMEN is soliciting proposals from Civil society Organization (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 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.
- 1.6 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 UNWOMEN by email at [unwomen.bih@unwomen.org](mailto:unwomen.bih@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN 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 CO BIH 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 UNWOMEN 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 email address indicated in the CFP by the specified date and time. UN WOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date 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 (Email subject line: **CFP/UNW/BIH/02/2020 – (name of proponent) – PROPOSAL**).

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: [unwomen.bih@unwomen.org](mailto:unwomen.bih@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 BAM [BIH convertible mark].**

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.

10.2. 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)

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 <b>(component 1)</b>	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 <b>(components 2, 3 and 4)</b>	35 points
	<b>TOTAL</b>	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	<b>Annex B-1</b> Mandatory requirements/pre-qualification criteria
Part of proposal	<b>Annex B-2</b> Template for proposal submission
Part of proposal	<b>Annex B-3</b> Format of resume for proposed staff
Part of proposal	<b>Annex B-4</b> Capacity Assessment minimum Documents

12.7 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 9 months., with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.



## Annex B-1

### Mandatory requirements/pre-qualification criteria

**Call for proposal**

**Description of Services:** Strategic Note UN Women CO BIH, Impact 3: Women and girls live a life free of violence, Output 3.3.1. Service providers have improved capacities for service delivery for survivors of VAWG in line with provisions of Istanbul Convention

**CFP No.** CFP/UNW/BIH/02/2020

**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 five (5) years <sup>4</sup>	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	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 the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) <sup>5</sup> .	
1.8 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

<sup>4</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>5</sup> [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

## Annex B-2 Template for proposal submission

### Call for proposal

**Description of Services:** Strategic Note UN Women CO BIH, Impact 3: Women and girls live a life free of violence, Output 3.3.1. Service providers have improved capacities for service delivery for survivors of VAWG in line with provisions of Istanbul Convention

**CFP No.** CFP/UNW/BIH/02/2020

#### Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. 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.

#### 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.

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

<sup>6</sup> “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

<b>Total Cost for Result 1</b>				
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I, (Name) \_\_\_\_\_ certify that I am (Position) \_\_\_\_\_  
of (Name of Organization) \_\_\_\_\_; that by signing this Proposal for and on behalf of (Name  
of Organization) \_\_\_\_\_, I am certifying that all information contained herein is accurate and truthful  
and that the signing of this Proposal is within the scope of my powers.

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

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

(Printed Name and Title)

(Date)

**Annex B-3**  
**Format of resume for proposed staff**

**Call for proposal**

**Description of Services:** Strategic Note UN Women CO BIH, Impact 3: Women and girls live a life free of violence, Output 3.3.1. Service providers have improved capacities for service delivery for survivors of VAWG in line with provisions of Istanbul Convention

**CFP No.** CFP/UNW/BIH/02/2020

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**

**Description of Services:** Strategic Note UN Women CO BIH, Impact 3: Women and girls live a life free of violence, Output 3.3.1. Service providers have improved capacities for service delivery for survivors of VAWG in line with provisions of Istanbul Convention

**CFP No.** CFP/UNW/BIH/02/2020

**Governance, Management and Technical**

<b>Document</b>	<b>Mandatory / Optional</b>
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 <a href="#">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

**Administration and Finance**

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

**Procurement**

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

**Client Relationship**

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