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

### Section

**Description of Services:** KOS Activity 3.1.1 /3.1.2 - *To empower women and girls (including those from disadvantaged groups) who have experienced discrimination or violence to advocate for and use available, accessible and quality services; under Phase II of the regional programme "Ending Violence against Women: Implementing Norms, Changing Minds"*

**CFP No.** **CFP 1 - 20- EVAW KOSOVO**

#### **a. CFP letter for Responsible Parties**

UNWOMEN plans to engage a civil society organization as defined in accordance with these documents. UN-WOMEN now invite sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address specified not later than **17.00 CET on 28 March 2020.**

**The budget for this proposal should be up to EUR 80,000**

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<b>Section 1</b> <ul 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> </ul>	<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
<b>Section 2</b> <ul style="list-style-type: none"> <li>a. Instructions to proponents</li> </ul> <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	

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

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

**Program/Project:** Ending Violence Against Women in Western Balkans and Turkey "Implementing Norms, Changing Minds"

**Program official's name:** Linda Sanaja

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

**Telephone number:** + 38338554651

**Issue date:** 28 February 2020

#### **Requests for clarifications due:**

**Date:** 20 Mars 2020 **Time:** 17:00 CET

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

#### **UN Women clarifications to proponents due:**

Clarification will be given within 48 hours of receiving a request for clarifications

#### **Proposal due: Date:**

**Date:** 28 March 2020 **Time:** 17:00 CET

#### **Planned award date:**

Within the period: April 1<sup>st</sup> -30<sup>th</sup> April 2020 (tentatively)

**Planned contract start-date / delivery date (on or before):** April 1<sup>st</sup> - 30<sup>th</sup> April 2020 (tentatively)

## c. UN Women Terms of Reference

### Introduction

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

The second phase of the programme “Implementing norms, changing minds” (February 2020 - July 2021) aims at providing further support at ending gender-based discrimination and violence against women (VAW), with a focus on the most disadvantaged groups of women, in six Western Balkan countries – Albania, Bosnia and Herzegovina, FYR Macedonia, Montenegro, Kosovo<sup>1</sup>, and Serbia – and Turkey. The Programme aims at reducing intersectional discrimination and VAW in six Western Balkan countries and Turkey, anchored in the normative frameworks of CEDAW and the Istanbul Convention (IC), and also in alignment with EU accession standards. The programme is funded by the European Commission within the Instrument for Pre- Accession Assistance (IPA) II.

The programme builds on the strong links of UN Women and the EU with Civil Society Organizations (CSOs) in the region, placing the envisioned interventions in a strategic position to assist women in their drive for the realization of their human rights. CSOs, in particular women’s organizations, play a crucial role in the promotion of gender equality and women’s rights. They are key advocacy stakeholders in terms of moving governments from commitments to implementation in relation to international normative standards. They are also key stakeholders in the provision of services that are essential in the establishment of multi-sectoral and coordinated mechanisms to adequately respond to the needs of survivors of violence. Furthermore, women’s organizations are instrumental in informing women about their rights and empowering them to claim what they are entitled to. The programme supports the development of an enabling legislative and policy environment on eliminating VAW and all forms of discrimination; promotes favorable social norms and attitudes to prevent gender discrimination and VAW; and pursues empowering women and girls (including those from disadvantaged groups) who have experienced discrimination or violence to advocate for and use available, accessible, and quality services. The programme channels its interventions through and for CSOs, and women’s organizations, with an emphasis on those working and representing women from minorities and disadvantaged groups. Phase II is expected to last eighteen months and will start the day after Phase I of the programme (February 2017 to January 2020) ends.

During Phase II, the programme will continue its efforts toward, inter alia:

- Increasing capacities of service providers from the police, health, education and local government sectors and shelters to manage cases related to all forms of VAW, in accordance with the standards of CEDAW and the Istanbul Convention namely members of the existing Coordination Mechanisms for Protection against Domestic Violence in seven municipalities;
- Establish a coalition or platform of all shelters in Kosovo and strengthen their capacities for better implementation of the required standards set out in the Istanbul Convention. Most importantly, strengthen the cooperation between CSOs and Coordination Mechanisms for Protection against Domestic Violence in providing specialist services and local service providers to ensure accessible and quality service provision for women and girls, in line with the standards of the Istanbul Convention;
- Working with shelters and employment offices, part of Domestic Violence Coordination Mechanisms in providing reintegration services including employment opportunities for gender based violence and domestic violence survivors in Kosovo.

Although there is a progress in terms of protection of gender based violence and domestic violence survivors despite the relatively advanced legislative framework, institutional response to VAW cases are often inadequate, inappropriate and not in accordance with international conventions and best practices. At the local level, as per the National Strategy requirements, UN Women supported the establishment of municipal co-ordination mechanisms for protection from domestic violence in seven municipalities. These mechanisms are municipal bodies that reflect the composition of the central-level institutions on the municipal level with the aim to improve assistance provided to victims of domestic violence, facilitate implementation of the legal framework and enhance co-ordination among relevant stakeholders on the issues of domestic violence.

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<sup>1</sup>\* For the European Union, this designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence. For UN Women, references to Kosovo shall be understood to be in the context of UN Security Council Resolution 1244 (1999).

The mechanisms support shelters to better address cases of domestic violence through ensuring quick access to the available services for the victims, and serve as a platform for advocacy in order to obtain financial means from the respective municipalities as well as support the inclusion of survivors of gender-based violence in social housing programs.

A total of nine domestic violence shelters provide a safe place of temporary residence for victims of domestic violence in Kosovo. When compared to the standards set by the Istanbul Convention, the number of shelters continues to be low throughout Kosovo. According to the explanatory report to the Istanbul Convention, one domestic violence shelter should be made available per 10,000 citizens.<sup>2</sup>

There is also a lack of coordination and cooperation among shelters especially when it comes to advocating for joint issues, such as sustainable funding, and the implementation of certain policies and laws etc. Most importantly, there is a lack of services with regard to the reintegration of survivors of GBV and DV, including economic empowerment initiatives, that address their access to property rights, and treatment and rehabilitation services of perpetrators. Equipping women with vocational and entrepreneurship skills that match the labor market and access to decent employment, with the aim of financial independence, is crucial for survivors of GBV and DV to leave abusive situations.

Investing in women's economic empowerment sets a direct path towards inclusive economic growth. Moreover, the Istanbul Convention sets that governments shall ensure that measures to address VAW should be based on a gendered understanding of VAW and domestic violence and shall focus on the human rights and safety of the victim aiming at the empowerment and economic independence of women victims of violence.

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

Phase II will target women's CSOs and support them to build their capacities to enhance general and specialist service providers to offer adequate and accessible services tailored to the needs of women in the situation of violence from the most vulnerable groups, including non-majority women. This activity directly addresses access to shelter services and women's reintegration, and in parallel it provides support for service providers, namely members of the Coordination mechanism, in improving their service towards victims of violence including protection and reintegration.

In this context, UN Women is issuing a Call for Proposals to select a Responsible Party to contribute to the programme Specific Objective 3: "To empower women and girls (including those from disadvantaged groups) who have experienced discrimination or violence to advocate for and use available, accessible and quality services", and more precisely under the Output 3.1: "Providers of general and specialist support services for victims of all forms of violence have the capacity to implement the standards enshrined in CEDAW and the Istanbul Convention, and is in line with global standards and guidelines."

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<sup>2</sup> P.Krol, 28.

## 2. Description of required services/results-

With a view to achieving Output 3.1: “Providers of general and specialist support services for victims of all forms of violence have the capacity to implement the standards enshrined in CEDAW and the Istanbul Convention, and is in line with global standards and guidelines”, it is expected that the selected Responsible Party will deliver a comprehensive multi-sectoral quality response for victims/survivors of violence of women that includes not only security and justice services, but also health and social services:<sup>3</sup> In Phase II of the EVAW programme, following a call for proposals, UN Women will provide financial support (PCA) to a CSO or coalition of CSOs who will, inter alia: improve the coordination among shelters, promote knowledge sharing, and advocate for sustainable funding. A special focus will be given to the socio-economic reintegration of survivors, and within the framework of the PCA, expert-led trainings on reintegration support will be conducted with shelter coalition members to build their capacity in this area. This activity is informed by Article 18 of the Istanbul Convention that requires a multi-agency response to VAW based on inter-institutional partnership and cooperation among all governmental and non-governmental actors responding to domestic violence and VA. Among other activities, the CSO will conduct training with members of CMs on the specific operating procedures (SOPs) which are currently being revised by the Agency for Gender Equality specifically tailored for handling domestic violence and other forms of violence covered by the Istanbul Convention, with a particular emphasis on preventing re-victimization. With a view to achieving Output 3.1 it is expected that with the support of UN Women, the selected Responsible Party will, inter alia:

- Work with shelters in revitalizing a shelter coalition and strengthening cooperation and coordination among seven shelters in Kosovo. Provide necessary training to shelters and their staff in line with the Istanbul Convention and CEDAW;
  - Strengthen the capacity of the Coordination mechanisms in line with new Standard Operation Procedures developed to better manage cases in line with CEDAW and the Istanbul Convention; support members of the Coordination mechanisms to implement the Action Plans and accordingly develop tools for monitoring of implementation of Municipal Action Plans against DV and VAW;
  - Strengthen reintegration services for domestic violence and gender-based violence survivors and provide the necessary knowledge and skills to develop small businesses and have better access to the labour market in close collaboration with the Ministry of Labour and Social Welfare;
  - Develop entrepreneurship skills and provide opportunities for self-employment through financing the Business Plan through the Self-Employment Program;
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- Inform and raise awareness among generalist and specialist support services;
  - Inform and raise awareness among relevant decision-makers and key stakeholders at the local and national level.
  - Inform and raise awareness among women from the most vulnerable groups, including women with physical, sensual impairments and intellectual disabilities, and among communities at a large;
  - Undertake and ensure the proper usage of a database newly established and analyze the collected data, including proposals for the better implementation of Istanbul Convention;

<sup>3</sup> <http://www.unwomen.org/en/digital-library/publications/2015/12/essential-services-package-for-women-and-girls-subject-to-violence>

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

The project is expected to be carried out within the months of April 2020 and March 2021 (12 months).

**4. Competencies:**

- a. Technical/functional competencies required;
  - i. Proven experience in promoting and strengthening the general and specialist services for women in situation of violence;
  - ii. Proven experience in advocacy and capacity building engagement on the Istanbul Convention and CEDAW standards;
  - iii. Experience in directly providing services to women survivors of violence, particularly women victims of sexual violence;
  - iv. Focusing on the empowerment of women and using a gender specific approach is required.
- b. Other competencies, which while not required, can be an asset for the performance of services
  - i. Being a source of information on ERAW in the Kosovo context will be an asset; Experience in facilitating the exchange of ideas and dissemination of information on ERAW and women's rights will be an asset.

<sup>4</sup> All knowledge products and communications materials produced, both by UN Women and beneficiary organizations under the Programme, will acknowledge EC support, and adhere to EU Communication and Visibility tools and the EU-UN joint visibility guidelines. EU visibility requirements will be part of the contract signed between responsible parties and UN Women.

## Section 2

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

#### 1. Introduction

- 1.1 UN-WOMEN invite 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 UNWOMEN 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, 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.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at linda.sanaja@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 reserve 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. 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.
- 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 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 on 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.
- 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, 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.
- 6.2. 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.

## **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 UNWOMEN, 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**

Technical and financial proposals should be submitted as part of the template for proposal submission (**Annex B2-B3**) 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 No. 01/2020 - EVAW KOSOVO – (name of proponent) – PROPOSAL**).

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.

All proposals should be sent by email to the following secure email address: [info.kosovo@unwomen.org](mailto:info.kosovo@unwomen.org)

- 8.1 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.

8.2 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.

8.3 **Late proposals:** Any proposals received by UNWOMEN 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, 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.

## 10. Proposal currencies

10.1 All prices shall be quoted in of EUR ;

10.2 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>

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)

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 UNWOMEN 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;	35 points
	<b>TOTAL</b>	<b>70 points</b>

### 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 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): 28 March 2020, 17.00 hrs CET

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. 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.

14.3 The award will be for an agreement with an original term of 12 months.



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## Annex B-1

### Mandatory requirements/pre-qualification criteria

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>5</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>6</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>5</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>6</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

#### 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 UNWOMEN.

#### 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

**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>7</sup>				
6. Incidentals				
7. Other support requested				
8. Support Cost (not to exceed 7% or the relevant donor %)				
<b>Total Cost for Result 1</b>				

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)

<sup>7</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: \_\_\_\_\_

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

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)**

**Governance, Management and Technical**

<b>Document</b>	<b>Mandatory / Optional</b>
Legal registration	Mandatory
Rules of Governance / Statutes 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	