

Call for Proposal (CFP)
Status of Women in the Labour Market
CFP No. 2018-01 GEF

Section 3: Instructions to proponents

1. Introduction

- 1.1 UN Women Programme Office in Serbia invites **women civil society organizations (CSOs) and networks, professional associations and/or agriculture cooperatives that are legally registered in Serbia and have specialized knowledge, expertise and track record of working on gender equality and women economic empowerment**, to submit Project Proposal and Results Based Budget to provide services associated with the UN Women requirement for Responsible Party.
- 1.2 A proposal can be submitted by a single organization (lead proponent). Two or more organizations or entities may cluster and submit one proposal, on the topic of mutual interest. Such proposals must clearly indicate which organization will take lead responsibility for project management and contractual obligations. Furthermore, the proponent may provide sub-grants to other eligible organizations or entities. If sub-grants modality is considered, the lead proponent will take full accountability for sub-grantees results, financial resources utilization and reporting.
- 1.3 A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.4 UN Women Programme Office in Serbia 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 Programme Office in Serbia 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 No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.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 Programme Office in Serbia may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UN Women Programme Office in Serbia, by email at olja.lekovic@unwomen.org. Proponents must not communicate with any other personnel of UN Women Programme Office in Serbia regarding this CFP.

2. Cost of proposal

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

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2-2. See paragraph 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B2-2. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Clarification of CFP documents

- 4.1. A prospective proponent requiring any clarification of the CFP documents may notify UN Women Programme Office in Serbia in writing at UN Women Programme Office in Serbia email address indicated in the CFP by the specified date and time. UN Women Programme Office in Serbia 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 Programme Office in Serbia response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.
- 4.2. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

5. Amendments to CFP documents

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

6. Language of proposal

- 6.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women Programme Office in Serbia, shall be written in English.
- 6.2 Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

7. Submission of proposal

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

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

CFP No. 2018-01 GEF – (name of proponent) – PROPOSAL

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

- 7.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UN Women Programme Office in Serbia receives their proposal by the due date and time. Proposals received by UN Women Programme Office in Serbia after the due date and time may be rejected.
- 7.3 When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UN Women Programme Office in Serbia inbox. UN Women Programme Office in Serbia 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 Office in Serbia in the dedicated inbox on or before the prescribed CFP deadline.
- 7.4 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.
- 7.5 **Late proposals:** Any proposals received by UN Women Programme Office in Serbia after the deadline for submission of proposals prescribed in this document, may be rejected.

8. Clarification of proposals

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

9. Proposal budget and currencies

The proposed intervention size and budget request per project must fall between a minimum indicative amount of EUR 20.000 and a maximum amount of EUR 30.000. All prices shall be quoted in RSD (Republic of Serbia Dinar). UN Women Programme Office in Serbia reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UN Women Programme Office in Serbia may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply, available at: <https://treasury.un.org/operationalrates/OperationalRates.php>

Regardless of the currency of proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal above.

10. Mandatory/pre-qualification criteria

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

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

11. Evaluation of technical and financial proposal

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

Relevance and technical capacity: <ul style="list-style-type: none"> • quality of the context analysis and problem identification; • proposed staffing (number and expertise) for the services to be delivered; • organizational experience and proven track record on gender and economic empowerment of women; • relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	25 points
Implementation strategies: <ul style="list-style-type: none"> • pertinence of the proposed activities against expected results as specified in Terms of Reference; • linking project implementation to NAP Specific Objective 2.3 related to labour market status of women; • rights based approach; • strategic partnerships and engaging excluded/ marginalized groups; 	30 points
Sustainability: <ul style="list-style-type: none"> • application of participatory process to bring together various partners; • adequate risk analysis and proposed mitigation measures; 	15 points
Innovative approaches	10 points
Budget proposal	20 points
TOTAL	100 points

Minimum score to be eligible is 70 points.

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

12. Preparation of proposal

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

- 12.2 Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UN Women Programme Office in Serbia 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 Programme Office in Serbia established requirements. Acceptance of such changes is at the sole discretion of UN Women Programme Office in Serbia.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponent’s proposal shall include all of the following labelled annexes:
- CFP submission** (on or before proposal due date):
As a minimum, proponents shall complete and return the below listed documents (Annexes to this CFP) as an integral part of their proposal. Proponents may add additional documentation to their proposals as they deem appropriate.

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

Part of proposal	Proposal / no proposal confirmation form (Annex B2-1)
Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B2-2)
Part of proposal	Template for proposal submission (Annex B2-3)
Part of proposal	Resumes of proposed team members with prescribed information (Annex B2-4)
Part of proposal	Capacity Assessment Document Checklist (Annex B2-5)

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 Programme Office in Serbia 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 Programme Office in Serbia 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.