

**Clarifications to the Queries Received from Potential Proponents in Response to the Call for Proposals
Under the Strengthening the Resilience of Syrian Women and Girls and Host Communities in Turkey
Programme implemented by UN Women**

CFP No. CFP – TUR – 2018 -01

Query 1: Would it be possible for UN Women to extend the deadline for the receipt of the proposals?

Clarification 1: Please be informed that the deadline for the receipt of proposals has been extended to 24 September 2018 Turkey midnight time. Please refer to the modifications to the call for proposals.

Query 2: In Section 3 clause 7.4, UN Women states, “The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed...” Could UN Women please either provide the Certificate for inclusion with proposals, or clarify that this is not a mandatory requirement?

Clarification 2: Proponents are requested to fill in and return the ‘proposal submission form annex’ provided at the end of this document, at the time of submission of the proposal.

Query 3: In the section entitled “1. Proposal currencies,” UN Women states that “All prices shall be quoted in Turkish Liras and USD.” In the paragraph following, it also states that “the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal above.” As there are two mandatory currencies, could UN Women please clarify whether the Turkish Lira amount or USD amount in the proposal budget would take precedent?

Clarification 3: The contract will be signed in Turkish Lira. As referred to under part 5 of the terms of reference, ‘Actual payments will be made in Turkish Liras based on the UN rates corresponding to the date of payment’.

Query 4: UN Women states that “for conversion the official United Nations Operational rate of exchange of the day of the CFP deadline as stated in the CFP letter shall apply.” Given the current high fluctuations in the exchange rate between Turkish lira and dollars, could UN Women please provide an estimated Operational rate of exchange to use in preparing the proposal?

Clarification 4: UN Women cannot provide an estimated exchange rate for the upcoming months, as it is calculated corporately on a month-to-month basis.

Query 5: In the section entitled “Format and signing of proposal,” UN Women states that “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.”

- A. As proposals are required to be submitted through email, can UN Women please confirm that PDF submission meets the “indelible ink” requirement?
- B. As proposals are required to be submitted through email, can UN Women please confirm that e-signatures from appropriate signatories are acceptable?

Clarification 5:

- A. Yes. PDF submissions duly signed and stamped shall be accepted.
- B. Yes. E-signatures from appropriate signatories shall be accepted.

Query 6: Would UN Women consider projects proposed for a shorter time frame than that referenced in the CFP?

Clarification 6: The projects to be funded under the present call for proposals should be finalized until November 2019. UN Women cannot issue a prior opinion regarding the duration of a project. The Committee for Partners’ Assessment will assess the proposals on a case by case basis.

Query 7: As the program is intended to utilize the SADA Center as supported by UN Women, could UN Women please confirm that use of this center would be free of charge?

Clarification 7: Yes. The use of the SADA Center will be free of charge to implement the activities. However, the proponents should bear all the costs pertaining to the implementation of the activities planned to take place at the SADA Center. No costs can be charged to the SADA Center, to UN Women or UN Women’s other implementing partners.

Query 8: UN Women encourages proponents to form consortia and partner with local organizations. Can UN Women please confirm whether the Mandatory requirements/pre-qualification criteria apply to just the lead organization, all organizations in the consortium, or to the consortium as a whole?

Clarification 8: The mandatory requirements/pre-qualification criteria only apply to the lead organization.

Query 9: Can UN Women please clarify whether a separate budget is required for each output, or whether the proponent can submit one budget capturing all results, with each result represented in a different column?

Clarification 9: The proponents should submit a single budget covering all outputs.

Query 10: We have realised that one of the requirements for approval was five years minimum registration. The organization I am working with is registered in country X in 2012 and it is now in Turkey. Is this acceptable that they were not in Turkey for 5 years?

Clarification 10: The proponent as an organization should be in operation for at least five years, regardless of the location.

Query 11: According to the call for proposals, the geographical areas cover Gaziantep “with possible extension to other areas with high concentration of Syrians”. We are planning to apply for the provinces other than Gaziantep. We just want to confirm if other provinces with high Syrian populations are also eligible as project locations.

Clarification 11: Yes. Locations with high concentration of Syrian population other than Gaziantep may be eligible.

Modifications to the Call for Proposals Under the Strengthening the Resilience of Syrian Women and Girls and Host Communities in Turkey Programme implemented by UN Women

1. Old text:

Section 1 – CFP letter

UN Women plans to engage Responsible Parties 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 **17 September 2018**.

New text:

Section 1 – CFP letter

UN Women plans to engage Responsible Parties 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 **24 September 2018**.

2. Old text:

Section 2- Proposal data sheet

Proposal due

Date: 17 September 2018

Time: Midnight

New text:

Section 2- Proposal data sheet

Proposal due

Date: 24 September 2018

Time: Midnight

3. Old text:

Call for proposals

Deadline for submissions: **17 September 2018** by midnight Ankara local time

New text:

Call for proposals

Deadline for submissions: 24 September 2018 by midnight Ankara local time

Proposal Submission Form Annex

Call for proposal: Strengthening the Resilience of Syrian Women and Girls and Host Communities in Turkey Programme

CFP No. CFP – TUR – 2018 -01

- a. This form must be completed in its entirety.
- b. This form consists of this cover page, the Certificate of Proponent’s Eligibility and Authority.
- c. The proposal email is herewith submitted in accordance with the instructions given in the call for proposal.
- d. The completed and signed Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me, together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent’s Proposal and fully responds to the call for proposal No CFP – TUR – 2018 -01.

Proponent’s Eligibility Confirmation and Information	Proponent’s Response
1. What year was your organization established?	
2. In what province/state/country is your organization established?	
3. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes _____; No _____
4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes _____; No _____
5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)	Yes _____; No _____

<p>6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.</p>	<p>Yes _____; No _____</p>
<p>7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.</p>	<p>Yes _____; No _____</p>
<p>8. Confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNWOMEN.</p>	<p>Yes _____; No _____</p>
<p>9. Confirm that the proponent and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.</p>	<p>Yes _____; No _____</p>
<p>10. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors.</p>	<p>Yes _____; No _____</p>

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.

_____ (Seal)

(Signature)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

Name	
Title	
Address	
Telephone Number	
Fax Number	
E-mail address	

* * *

END OF DOCUMENT