

Call for Proposals

Social and Economic Stabilization and Strengthening the Resilience of Refugee Women and Adolescent Girls in Turkey

CFP No. CFP – TUR – 2019 - 01

Section 1 – CFP letter

UNWOMEN plans to engage an Implementing Partner as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than **12 April 2019 midnight Turkey local time**.

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

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

CFP forms to be returned (mandatory):

Annex B1-1 Proposal/no proposal confirmation form
Annex B1-2 Mandatory requirements/pre-qualification criteria
Annex B1-3 Technical proposal submission form
Annex B1-4 Financial proposal submission form
Annex B1-5 Resumes of proposed team members
Annex B1-6 Capacity Assessment Checklist

Interested proponents may obtain further information by contacting this email address:

Turkey.Procurement@unwomen.org

Call for Proposal (CFP)

CFP No. CFP – TUR – 2019 - 01

Section 2- Proposal data sheet

Project: Social and Economic Stabilization of Refugee Women and Adolescent Girls in Turkey

Email: Turkey.Procurement@unwomen.org

Issue date: 19 March 2019

Requests for clarifications due via e-mail

Date: 29 March 2019

Time: Midnight

Email: Turkey.Procurement@unwomen.org

UN Women clarifications to proponents due

Date: 5 April 2019

Time: Midnight

Proposal due

Date: 12 April 2019

Time: Midnight

Planned award date: 3 June 2019

Planned contract start date: 3 June 2019

Section 3 - Instructions to proponents

1. Introduction

- 1.1 UN Women invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for the Implementing Partner.
- 1.2 A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3 UN Women may, at its discretion, cancel the services in part or in whole.
- 1.4 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by 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.
- 1.5 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, 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.
- 1.6 Effective with the release of this CFP, ALL communications must be directed only to UN Women Turkey Office, by email at Turkey.Procurement@unwomen.org. Proponents must not communicate with any other personnel of UN Women 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 B. See section 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. 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 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 page 1. 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.

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 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 may, at its discretion, extend the deadline for the submission of proposal.

6. Language of proposal

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. 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 simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted.

Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any

pricing information; nor should the financial email contain any components of the technical proposal.

- Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:

CFP No. _____ – (name of proponent) - TECHNICAL PROPOSAL

- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:

CFP No. _____ – (name of proponent) - FINANCIAL PROPOSAL

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

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

8. Clarification of proposals

To assist in the examination, evaluation and comparison of proposals, 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.

9. Proposal currencies

All prices shall be quoted in Turkish Liras.

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.

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 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.
- 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.

3. Evaluation of technical and financial proposal

a. PHASE I – TECHNICAL PROPOSAL (70 points)

Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum 70 points may be determined. Technical evaluators who are members of a Committee for Partners' Assessment (CPA) 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	Technical description and appropriateness/adequacy of approach/service.	40 points
2	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> proposed staffing (number and expertise) for the services to be delivered; organizational experience and proven track record/credibility on gender and refugee response, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	15 points
3	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation Overall governance/management structure of the proponent organization 	8 points
4	Financial and administrative management capacity: (See Capacity Assessment Checklist)	7 points
	TOTAL	70 points

b. 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:

$$\text{Points} = (A/B) \text{ Financial Points}$$

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

4. 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/goods 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	Mandatory Requirements/pre-qualification criteria (Annex B1-2 hereto)
Part of proposal	Technical Proposal Submission Form (Annex B1-3 hereto) sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Financial Proposal Submission Form (Annex B1-4 hereto) sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex B1-5: Resumes of proposed team members with prescribed information

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.

Pre-submission:

Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal.

Stand-alone document	Proposal/no proposal confirmation form (Annex B1-1 hereto)
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13 Format and signing of proposal

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.

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 ending on 31 March 2020 with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Section 4: Terms of Reference

Social and Economic Stabilization and Strengthening the Resilience of Refugee Women and Adolescent Girls in Turkey

This call for proposals is open to non-governmental organisations legally established and operating in Turkey, as specified below.

1. Introduction

a. Background/Context for required services/results

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. By the end of 2018, 3,622,366 Syrian refugees were registered under Temporary Protection (SuTP) in Turkey. Only around 143,452 have been hosted in temporary centers or around 4% of all SuTP. Syrian women and girls in Turkey continue to face large-scale barriers to meet their basic needs and participate in Turkey's social and economic life.

In 2018 UN Women published a comprehensive needs assessment of Syrian women and girls in Turkey, which revealed that many live below the poverty and hunger thresholds, isolated from their host community, and unable to engage in economic and social life, due to family burdens, lack of knowledge of Turkish, and basic and vocational skills. The study found that 70% of Syrian women do not speak any Turkish, blocking their access to rights and services and about 15% of women work in income-generating jobs (regular and irregular). Only 28% of women reported to leave their houses daily and 36% of women interviewed described their housing as bad or very bad¹.

At the end of 2018, Izmir hosted over 142,000 registered refugees, accounting for 3.32% of the total population. In the aforementioned Needs Assessment only 12.5% of the Syrian women in Izmir reported to be informed or have knowledge of the available services with regards to rights and social services and many reported to be living in a poor housing conditions, exacerbating their vulnerability. With many living in overcrowded conditions, where over half of the women said that they were sharing their accommodations with at least one other family, the overcrowding puts additional care burdens on women and generally increases the risk of sexual and gender-based violence.

UN Women in Turkey is working to strengthen refugee women and girls and their access to opportunities, rights and services, as required by international treaties and national legislation. In the context of its Refugee Response Programme (RRP) UN Women implements projects aiming to:

¹ <http://eca.unwomen.org/en/digital-library/publications/2018/08/needs-assessment-of-syrian-women-and-girls-under-temporary-protection-status-in-turkey>

(i) increase women and girls' access to safe and sustainable livelihoods, through economic recovery and livelihood opportunities, lifelong learning, protection, psycho-social support, and referrals to public services and other support mechanisms, (ii) create platforms for social cohesion, dialogue and co-existence women and girls from refugee and host communities.

Since September 2017, UN Women has been addressing the challenges faced by Syrian women and girls through the SADA Women's Empowerment and Solidarity Centre in Gaziantep run in partnership with Gaziantep Metropolitan Municipality, Association for Solidarity with Asylum Seekers and Migrants (ASAM) and the International Labour Organization (ILO), providing protection and livelihood support to refugee and host community women with the financial support of the European Union Regional Trust Fund for Syrian Refugees, the Government of Japan and the Government of Iceland. Since September 2017, more than 5000 women and girls have benefited from UN Women's programmatic interventions. UN Women's programmatic interventions also include strengthening gender responsive refugee response and services of municipalities, local authorities, government and civil society organizations and foster social cohesion and solidarity among the refugee and host communities. UN Women's response, together with partners', aims to promote women's leadership and participation of women to influence and equally benefit from resilience and recovery efforts.

While the Government of Turkey has taken the lead in refugee response mechanism in Turkey since 2011, local communities and municipalities have taken on much of the responsibility. More investment and capacity strengthening are urgently needed. Also required, are more interventions and targeted actions that address the specific needs of women, as there is a high number of female-headed households amongst the refugees in urgent need for enhanced support to be self-reliant for sustainable living conditions.

UN Women aims to strengthen the existing refugee support initiatives in Izmir and its outskirts for better ensuring the gender responsiveness of refugee programming and outreach, and establish safe spaces and programmes, accessible to women and girls. Through this call for proposals UN Women aims to deliver protection, livelihood support, socio-economic assistance to meet the needs of vulnerable communities, as well as opportunities for social cohesion between refugee women and host communities.

b. General overview of services required/results

The project to be selected under the present call for proposals will help strengthen the existing initiatives that support refugees, implemented by the municipalities/local authorities and civil society organizations in Izmir. Women only spaces and programmes will be created to provide protection, livelihood support and social cohesion activities. The project will primarily cover the renovation, procurement of equipment and furnishing, additional staff recruitment, provision of protection and livelihoods services.

As a main principle, outreach activities at household level should be carried out throughout the project cycle to ensure that the most vulnerable women and girls are identified and included in the project. The project should reach out, not only to women and girls in central Izmir, but through mobile outreach teams, also to the cities' outskirts where unregistered/unverified refugees are based without any or little proper protection or sustainable living conditions. Therefore, protection

should be mainstreamed at every stage of the implementation where refugee women are directly or indirectly involved.

The project will primarily provide:

- a) protection, psychosocial support, counselling, outreach and referrals;
- b) basic life skills trainings, language courses, vocational training courses;
- c) mentoring, coaching and trainings on self-reliance, empowerment, gender equality, women's human rights, violence against women; etc.
- d) social cohesion, solidarity and peaceful co-existence activities.

Please note that this is a non-exhaustive list. The project should target minimum 750 women and adolescent girls in Izmir and its outskirts. Out of the 750, a minimum 400 women and girls will benefit from livelihoods activities. The Emergency Social Safety Net database will be used wherever possible in order to identify vulnerable women and girls.

2. Description of required services/results

UN Women's Turkey Office welcomes project proposals to implement activities and deliver results as per the following outputs targeting Syrian and other refugee women in Izmir and its outskirts. Please note that the activities are non-exhaustive, and the proponents may propose other activities.

Important note: To ensure local ownership and ensure the sustainability of the project, the proponents should establish collaboration with the local authorities/municipalities in Izmir and/or its outskirts. This collaboration should be documented by the proponent and be provided along with the submission of the proposal.

The proponents should clearly specify the visibility and communication plan in their applications, which will be considered in the evaluation of the applicants.

Output 1.1: Refugee women and girls have better access to protection mechanisms through women-only facilities.

- **Act 1.1.1** Establishment and/or strengthening of women-friendly refugee and protection facilities.
- **Act 1.1.2** Recruitment of staff for enhanced gender responsive protection mechanisms (e.g. social workers, counsellors, psychologists, support staff, etc.).
- **Act 1.1.3** Providing access to psychosocial and legal support, referrals and counseling through gender responsive mobile outreach and protection teams.

Under this output the following indicators shall be measured:

- Number of individuals with specific needs/vulnerabilities identified and assessed (for protection and/or referrals. Minimum target: 500

- Number of individual persons with specific needs/vulnerabilities referred to specialized services, including gender-based violence. Minimum target: 500
- Number of individuals receiving psycho-social support. Minimum target: 500

Output 1.2 Refugee and vulnerable host community women and girls have increased access to livelihood and income generating opportunities.

- **Act 1.2.1** Deliver basic life skills trainings, language courses, vocational training courses with special focus on agriculture, computer literacy, programming, coding, financial literacy, etc. for women and adolescent girls.
- **Act 1.2.2** Provide mentoring, coaching and trainings on self-reliance, empowerment, gender equality, women’s rights, Violence Against Women (GBV), etc.
- **Act 1.2.3** Ensure child-care services for women with young children attending livelihoods activities.

Under this output the following indicators shall be measured:

- Number of youth and adolescent girls attending empowerment programmes. Minimum target: 400
- Number of vulnerable Syrian refugees and host community women completed trainings (e.g. language, technical vocational, skills, and all types of livelihoods skills trainings). Minimum target: 400
- Number of Syrian refugees and host community women actively seeking livelihoods as a result of the trainings attended. Minimum target: 200

Output 1.3: Women and adolescent girls are engaged in promoting social cohesion and co-existence in their communities

- **Act 1.3.1** Implement social cohesion activities for refugee and local community women and adolescent girls e.g. joint volunteer actions, conflict prevention, dialogue meetings, workshops for increasing women’s role in peace building.

The activities under this output should directly identify and support community-based solutions to build social cohesion and promote peaceful co-existence. Joint efforts of women from refugee and host communities should be supported to fight negative attitudes and preconceptions, build trust and common interests.

Under this output the following indicators shall be measured:

- Number of activities targeting refugee and local community women and adolescent girls e.g. joint volunteer actions, conflict prevention, dialogue meetings, workshops for increasing women’s role in peace building. Minimum target: 15
- Number of women and children from refugee and host communities that have participated in social cohesion, solidarity and peaceful co-existence activities. Minimum target: 750

5. Reporting

The selected implementing partner will work closely with UN Women during project implementation and will provide quarterly and final narrative and financial reports in line with UN Women guidelines and requirements.

6. Institutional Arrangement

The selected implementing partner will sign a Project Cooperation Agreement (PCA) with UN Women. The implementing partner's capacity will be assessed by UN Women as per UN Women's policies, rules and regulations.

7. Budget

The maximum estimated budget for this call for proposals is USD 350,000 converted in Turkish Liras. Currency exchange into local currency will be calculated using the UN Operational Exchange Rate as per date of the submission of the proposal.

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

The foreseen starting date of the project is 2 June 2019.

The end date for completing the project is 31 March 2020.

Annex B1-1

Description: Social and Economic Stabilization and Strengthening the Resilience of Refugee Women and Adolescent Girls in Turkey

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Proposal/no proposal confirmation form

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

Date:

To: UN Women

Email:

From:

Subject _____

YES, we intend to submit an offer.

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

- () The requested products are not within our range of services
- () We are unable to submit a competitive proposal for the requested services at the moment
- () We cannot meet the requested terms of reference
- () Your CFP is too complicated
- () Insufficient time is allowed to prepare a proposal
- () We cannot meet the delivery requirements

- () We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- () Other (please provide reasons)_____
- () We would like to receive future CFPs for this type of services
- () We don't want to receive CFPs for this type of services

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

Annex B1-2

Description: Social and Economic Stabilization and Strengthening the Resilience of Refugee Women and Adolescent Girls in Turkey

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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.

a. Mandatory requirements/pre-qualification criteria	b. 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	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 placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s).	Yes/No
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Annex B1-3

Call for proposal

Description: Social and Economic Stabilization and Strengthening the Resilience of Refugee Women and Adolescent Girls in Turkey

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Template for proposal submission

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent’s Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

CFP No CFP – TUR – 2019 - 01 (Name of Proponent) - Technical proposal

- c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent’s Technical Proposal and fully responds to the request for proposal No CFP – TUR – 2019 - 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 _____

<p>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)</p>	<p>Yes _____; No _____</p>
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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.

_____ (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	
Email address	

Technical proposal submission form

The 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 confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" refer to those organizations that submit a proposal pursuant to this CFP.

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. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and capacity (technical; governance and management; and financial and administrative).

Section	Points	Criteria	Proponent's Response
1	40	Technical description and appropriateness/adequacy of approach / service	
2	15	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> • proposed staffing (number and expertise) for the services to be delivered; • organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors	
3	8	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> • Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation • Overall governance/management structure of the proponent organization 	
4	7	Financial and administrative management capacity: (See Capacity Assessment Checklist)	

		Provide a minimum of two relevant references of similar successful project	
	70	TOTAL	

Annex B1-4

Description: Social and Economic Stabilization and Strengthening the Resilience of Refugee Women and Adolescent Girls in Turkey

CFP No. CFP – TUR – 2019 - 01

Financial proposal submission form

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in Turkish Liras

The entire Price Proposal must be placed in a separate email/attachment

When submitting by email, the email subject line should read:

CFP No CFP – TUR – 2019 - 01 (_____) – (Name of proponent) - Financial proposal

- c. The completed Financial Proposal Submission Form constitutes Proponent’s Financial Proposal and fully responds to Request for Proposal No CFP – TUR – 2019 – 01. I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

Signature

Name

Name of Proponent

Date

Address

Telephone No

Email address

Annex B1-5

Call for proposal

Description: Social and Economic Stabilization and Strengthening the Resilience of Refugee Women and Adolescent Girls in Turkey

CFP No. CFP – TUR – 2019 - 01

Format of resume for proposed staff

Name of Staff: _____

Title: _____

Years with Firm: _____ 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 B1-6

Call for proposal

Description: Social and Economic Stabilization and Strengthening the Resilience of Refugee Women and Adolescent Girls in Turkey

CFP No. CFP – TUR – 2019 - 01

Capacity Assessment Document Checklist

For Potential Implementing Partners

Governance, Management and Technical

Document	Mandatory / Optional	Yes / No
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	Mandatory	

Administration and Finance

Document	Mandatory / Optional	Yes / No
Administrative and Financial Rules of the organization	Mandatory	
Internal Control Framework	Mandatory	
Audited Statements of last 3 years	Mandatory	
List of Banks		
Name of External Auditors		

Procurement

Document	Mandatory / Optional	Yes / No
Procurement Manual	Mandatory	
Procurement Code of Conduct	Mandatory	

List of main suppliers / vendors		
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Client Relationship

Document	Mandatory / Optional	Yes / No
List of main clients / donors	Mandatory	
Two references	Mandatory	
Past reports to clients / donors for last 3 years		

CALL FOR PROPOSALS (CFP) TEMPLATE

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:

- The problem statement or challenges to be addressed given the context described in the TOR.
- 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. If not provided in the TOR, the expected results should have corresponding indicators, baselines and targets. 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 4.

Component 4: Implementation Plan (max 1.5 pages)

This section is presented in tabular form and can be attached as an Annex. It should indicate the **sequence of all major activities and timeframe (duration)**. Provide as much detail as necessary. The Implementation Plan should show a logical flow of activities. Please include in the Implementation Plan all required milestone reports and monitoring reviews.

Implementation Plan

Project No:	Project Name:												
	Name of Proponent Organization:												
	Brief description of Project												
										Project Start and End Dates:			
	Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result												
List the activities necessary to produce the results Indicate who is responsible for each activity										Duration of Activity in Months (or Quarters)			
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													

1.3														
1.4														

Monitoring and Evaluation Plan (max. 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

Component 5: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend.

Component 6: Results-Based Budget (max. 1.5 pages)

The development and management of a realistic budget is an important part of developing and implementing successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:

- Include only costs which directly relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.

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

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts		--		
5. Other costs ²				
6. Incidentals				
7. Other support requested		--		
8. Contingency (max. 5%)				
Total Cost for Result 1				

² "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

END OF DOCUMENT