

## Call for Proposals

### **Strengthening NGO Capacities for Monitoring the Policies on and the Practices of Child, Early and Forced Marriages (CEFM) as a Form of Violence against Women (VAW)**

**CFP No.** CFP – TUR – 2019 – 02

#### **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 **31 May 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 -02

### **Section 2- Proposal data sheet**

Project: Technical Support for Strengthening NGO Capacities for Monitoring the Policies on and the Practices of Child, Early and Forced Marriage (CEFM) as a Form of Violence against Women (VAW), under the UN Joint Programme “Prevention of Child, Early and Forced Marriages in Turkey”

Email: Turkey.Procurement@unwomen.org

Issue date: 16 May 2019

Requests for clarifications due via e-mail

Date: 23 May 2019

Time: Midnight

Email: Turkey.Procurement@unwomen.org

UN Women clarifications to proponents due

Date: 28 May 2019

Time: Midnight

Proposal due

Date: 31 May 2019

Time: Midnight

Planned award date: July 2019

Planned contract start date: July 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](mailto: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.

<b>1</b>	Technical description and appropriateness/adequacy of approach/service. <ul style="list-style-type: none"> <li>Implementation methodology including work plan</li> </ul>	<b>35 points</b>
<b>2</b>	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>proposed staffing (number and expertise) for the services to be delivered;</li> <li>organizational experience and proven track record/credibility on gender equality, women's rights and VAWG and/or CEFM;</li> <li>proven experience in the field of monitoring and in other areas of expertise relevant to the services required</li> <li>relevant experience in partnerships with NGOs and government actors</li> </ul>	<b>20 points</b>
<b>3</b>	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation</li> <li>Overall governance/management structure of the proponent organization</li> </ul>	<b>8 points</b>
<b>4</b>	Financial and administrative management capacity: (See Capacity Assessment Checklist)	<b>7 points</b>
	<b>TOTAL</b>	<b>70 points</b>

**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:

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

**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 ( <b>Annex B1-1</b> 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

### CALL FOR PROPOSALS

**Project Title:** Technical Support for Strengthening NGO Capacities for Monitoring the Policies on and the Practices of Child, Early and Forced Marriages (CEFM) as a Form of Violence against Women (VAW), *under the UN Joint Programme “Prevention of Child, Early and Forced Marriages in Turkey”*

**CFP No.** CFP-TUR-2019-02

**Purpose:** Selection of qualified responsible party to fulfill the tasks specified in the TOR

**Duration:** July 2019- October 2020 (tentatively)

**Contract Type:** Project Cooperation Agreement

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is inviting women civil society organizations (CSOs), women CSO networks and platforms working in the area of ending violence against women to submit proposals to provide technical support to NGOs for their effective monitoring of CEFM and the local action plans on preventing CEFM in Adana, Gaziantep, İzmir and Kars.

### Terms of Reference

#### I. Background

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. Placing women's rights at the centre of all its efforts, the UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

Child, early and forced marriage (CEFM) is a violation of child rights and women's rights, a form of gender-based violence (GBV) and an obstacle to achieve the Sustainable Development Goals (SDGs), including achievement of gender equality and empowering all women and girls. CEFM are defined respectively as both formal marriages and informal unions, in which at least one of the parties is a child (child marriage); marriages involving a person aged below 18, in countries where the age of majority is attained earlier and / or upon marriage (early marriage); and a marriage which occurs without the full and free consent of one or both of the parties and/or where one or both of the parties is/are unable to end or leave the marriage. CEFM is considered a child and women's right violation and a form of violence against children, youth and

women. In terms of the consequences, too, CEFM practices are serious threats to the rights of the child and women, deteriorating their prospects in being free from violence, health, education, and employment life. Gender equality, elimination of violence against women and girls (EVAWG), child protection, and youth empowerment are the main strategic perspectives in designing prevention and response policies.

The UN aims to address the root causes of violence against women and girls (VAWG), and harmful practices such as CEFM, through increasing collective work on prevention, and by responding to the needs of survivors through facilitating provision of coordinated and multi-sectoral services. Based on the multi-dimensional character of CEFM and acknowledging the need for a multi-sectoral approach for prevention, the UN agencies in Turkey are committed to work in close collaboration with each other, the Government of Turkey, as well as civil society organizations active in the related sectors to carry out coordinated and complementary interventions, in line with the 'gender equality and women's empowerment' chapter of the UN Development Cooperation Strategy (UNDCS) for Turkey covering 2016-2020.

UNICEF, IOM, UNFPA, UN Women and UNHCR have been jointly implementing the 'UN Joint Programme for the Prevention of Child, Early, and Force Marriage in Turkey' with the support of the Swedish International Development Cooperation Agency (SIDA). The Programme is implemented in the period 2018-2020 in selected provinces including Ağrı, Ankara, Adana, Gaziantep, Hatay, İzmir, İstanbul, Kars, Kilis, Mardin, Niğde and Şanlıurfa. The Programme has two main outcomes:

- An enabling environment, to end CEFM by strengthening protection and support systems, is in place;
- Favourable social norms and attitudes towards ending CEFM are increased at national and community levels.

CEFM Programme activities include institutional strengthening, to ensure that relevant authorities have the necessary technical capacity to prevent and respond to CEFM effectively; evidence generation to guide advocacy and programmatic actions; awareness-raising to inform communities on the harmful consequences of CEFM and constituency-building with local change-agents, such as civil society, religious leaders, men and women, and boys and girls at all levels to promote a culture of respect of children's and women's rights.

The UN recognizes CEFM as a critical issue in times of crisis as well as in times of stability. Hence, humanitarian efforts and development programming are believed to be harmonized and complementary to eliminate CEFM and promote empowerment of girls. To best reflect this approach, the Joint Programme covers refugee communities as well as host communities as target groups and aims to illustrate how humanitarian and development efforts can be complementary to serve the practical and strategic needs of women and girls from both communities.

The programme will be implemented on three interrelated levels: 1) At national level, through engagement of policymakers to close gaps in the policy and legal frameworks; support to evidence-based advocacy and planning; support for national coordination and leadership; and communication strategy; the analysis of data; the completion of studies on CEFM to increase understanding of the factors driving the phenomenon; and the establishment of a database to inform stakeholders' programming; 2) Province-

wide (across targeted provinces) through technical assistance to local policy makers and service providers and 3) Province/community-based (12 targeted provinces) through community-based interventions that will focus on raising awareness on CEFM among key duty bearers and rights holders and promoting changes in negative social norms that sustain and perpetuate CEFM and gender inequality.

UN Women, in cooperation with participating UN Agencies, will contribute to the achievement of the following outputs:

**Output 1.** Enhanced local and national mechanisms (including CSO networks) for more effective identification, prevention, response and monitoring mechanisms of CEFM;

**Output 2.** Children and women at risk of CEFM and survivors of CEFM have better access to protection, prevention and response mechanisms as well as specialized services in line with the standards set in national legislation and the Istanbul Convention;

**Output 3.** Increased public awareness on legal, health, social, psychological and economic consequences of CEFM.

## **II. Objective of UN Women**

UN Women will concentrate its efforts in 3 provinces (Adana, Gaziantep, İzmir) and will also work in other implementation provinces of the Joint Programme for providing capacity/technical support to service providers and civil society for effective policy development, implementation and monitoring against CEFM; and will work in close collaboration with other UN Organizations under the Joint Programme in achieving the Output 1. UN Women aims to organize its capacity development activities taking into consideration of the current process of local action plan preparation to prevent CEFM in high-risk provinces, led by provincial directorate generals of the Ministry of Family, Labour and Social Services.

Meanwhile, civil society organizations will especially and separately be targeted to increase their capacities in data collection, analysis and reporting to facilitate the vital function of monitoring of the practical implementation of the policy commitments outlined in local and national action plans, national and international normative frameworks.

UN Women also to support NGOs and the local initiatives/platforms to enhance their efforts in combating CEFM through increasing their monitoring capacities. Those monitoring capacities will cover;

1. Field monitoring: Monitoring the situation in the provinces regarding CEFM practices,
2. Policy monitoring: Monitoring of the situation and policies on CEFM based on international normative frameworks and mechanisms, specifically CEDAW and Istanbul Conventions, Draft CEFM National Action Plan and their NGO reporting mechanisms,
3. Implementation monitoring: Monitoring of the implementation of local action plans and coordination meetings

To this end, both individual organizations and the local platforms/initiatives will be targeted for their participation in planned monitoring capacity development trainings. In addition to the trainings, UN Women aims to provide the technical tools to the local NGOs and monitoring platforms to facilitate their

performance in conducting monitoring activities. Those tools include research data, indicators, and methodologies. Purpose of this call for proposals, therefore, is to solicit technical proposals from the eligible NGOs outlining the methods, tools, human resources, and the calendar for carrying out the tasks specified in the following chapter.

## **I. Purpose and scope of the Partnership Cooperation Agreement**

UN Women solicits proposals (see Annex I) from eligible non-profit organizations/institutions to conduct the following:

### **TASK 1&2. Rapid assessment, Mapping of Services, Stakeholder Analysis and Development of Indicators**

Rapid assessment exercise will aim to develop baselines and establish indicators for monitoring CEFM dynamics and outcomes at local level, specifically focusing on the implementation provinces, Adana, Gaziantep, İzmir as well as Kars. To this end, it will target to reveal the main types of CEFM prevalent in the provinces and the dynamics behind them.

Services analysis shall include mapping of the institutional environment built to combat CEFM in terms of the actors, their capacities and coordination mechanisms, together with best practices, gaps and challenges in service provision.

Third task will cover identification of the existing gender equality monitoring mechanisms both at national and local level that could be linked with CEFM monitoring.

Fourth task is about assessment of the civil society environment and actors in the provinces to understand the possible roles NGOs can undertake in monitoring VAWG and CEFM.

Final report of the entire task will include, inter alia, the chapters presenting:

- (1) Data on the patterns of CEFM practices in terms of main motivation, decision makers, other actors involved in CEFM practices, average age of the spouses, main risks and violations for girls, boys, women in CEFM marriages and main needs of the survivor women and girls, and the accessible referral pathways for all survivors.
- (2) List of the proposed situation, baseline and policy indicators and monitoring schemes for CEFM that could be used at national level and at local level in the implementation provinces for action planning.
- (3) Mapping of the service providers at the prevention and response sides, assessment of their operational, budgetary, technical capacities, together with the coordination mechanisms among them; gaps and bottlenecks in the service provision system vis a vis the nature of the problem and demands of the field at the province level;
- (4) Existing monitoring mechanisms for gender equality, VAWG and CEFM at the local level in the implementation provinces that could be linked with effective CEFM monitoring

- (5) Existing non-governmental organizations in the implementation provinces that could take roles in CEFM monitoring;

### **TASK 3. Technical Support to Local Monitoring Platforms**

This task covers building new, and/or strengthening the existing, monitoring networks and platforms in their capacity for CEFM monitoring and reporting. To this end, based on the list of indicators prepared as an output of the province level rapid assessment studies, the responsible party will organize indicator and monitoring plan verification workshops with the local monitoring networks and platforms at the implementation provinces. In those workshops the responsible party will,

- a) Facilitate discussion on the CEFM provincial situation analysis reports;
- b) Propose and discuss the indicators for CEFM and their monitoring frameworks;
- c) Finalize the list of indicators

### **TASK 4. Technical Support to NGOs for VAWG and CEFM Monitoring**

Within the scope of this task the responsible party will organize trainings and workshops to increase the capacities of non-governmental organizations and to support existing monitoring initiatives/platforms in effective field, policy and action plan implementation monitoring in the operation provinces:

- (1) Prepare the training materials and deliver trainings for **NGOs**, which will aim at strengthening their capacities on:
  - a. How to collect, use, report, and manage data for purposes of action planning, monitoring and advocacy,
  - b. How to participate in action plan development,
  - c. How to monitor action plan implementation,
  - d. How to monitor the policies on VAWG including CEFM based on the international normative framework and international standards.

### **TASK 5. Final Report**

In this report, the responsible party shall provide suggestions for creating further progress in effectiveness of the gender equality, CEFM and VAWG monitoring mechanisms at the province level

TASK	OUTPUT
Task 1. Rapid assessment, Services and Stakeholder Analysis	<b>Rapid Assessment Reports:</b> for Adana, Gaziantep, İzmir, Kars
Task 2. Indicators for monitoring of the child, early and forced marriages area	<b>Indicators for implementation provinces</b>
Task 3. Technical Support to Local Monitoring Platforms	<b>Workshops:</b> 4 in the implementation provinces (Adana, Gaziantep, İzmir and Kars) indicator and monitoring framework verification meetings
Task 4. Technical Support to NGOs for VAWG and CEFM Monitoring	<b>Training materials for skill trainings</b> targeting NGOs to increase their capacities in action planning, implementation and monitoring Delivery of the trainings

Task 5. Final Report	<b>Final report</b> including recommendations for the future implementation

## **II. Duration of the Project**

July 2019- October 2020 (tentatively)

## **III. Budget Request**

The maximum estimated budget for this call for proposal is **USD 170.000** converted in Turkish Liras (TRY). Budget proposals should be submitted in **TRY**. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the deadline of submission.

## **IV. Institutional Arrangement**

The selected organisation(s) will sign a Project Cooperation Agreement (PCA) with UN Women. A competitive selection process will take place to identify the potential Responsible Party. The CSO/CSO network will be selected only if it has proven capacity to deliver the proposed activity. The CSO's capacity will be assessed by UN Women as per UN Women's policies, rules and regulations.

## **V. Reporting**

The selected partner will be the principal responsible party, but will work closely with UN Women during programme implementation. The partner will provide regular narrative and financial reports in line with UN Women guidelines and requirements. All knowledge products and communications materials that would be produced under this agreement must acknowledge the support and seek approval of UN Women.

## Annex B1-1

**Description:** Technical Support for Strengthening NGO Capacities for Monitoring the Policies on and the Practices of Child, Early and Forced Marriages (CEFM) as a Form of Violence against Women (VAW), under the UN Joint Programme “Prevention of Child, Early and Forced Marriages in Turkey”

**CFP No. CFP – TUR – 2019 -02**

### 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:

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Subject 

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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:** Technical Support for Strengthening NGO Capacities for Monitoring the Policies on and the Practices of Child, Early and Forced Marriages (CEFM) as a Form of Violence against Women (VAW), under the UN Joint Programme “Prevention of Child, Early and Forced Marriages in Turkey”

**CFP No. CFP – TUR – 2019 -02**

### **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.

<i>Mandatory requirements/pre-qualification criteria</i>	<i>Proponent’s response</i>
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	Yes/No

misconduct by UN Women or another United Nations entity and provide details of any such investigation.	
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

## Annex B1-3

### Call for proposal

**Description:** Technical Support for Strengthening NGO Capacities for Monitoring the Policies on and the Practices of Child, Early and Forced Marriages (CEFM) as a Form of Violence against Women (VAW), under the UN Joint Programme “Prevention of Child, Early and Forced Marriages in Turkey”

### CFP No. CFP – TUR – 2019 -02

#### 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 -02 (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 -02

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) - <a href="https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list">https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list</a> 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	35	Technical description and appropriateness/adequacy of approach / service	
2	20	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"><li>• proposed staffing (number and expertise) for the services to be delivered;</li><li>• organizational experience and proven track record/credibility on gender equality, women's rights and VAWG and/or CEFM;</li><li>• proven experience in the field of monitoring and in other areas of expertise relevant to the services required</li><li>• relevant experience in partnerships with NGOs and government actors</li></ul>	
3	8	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"><li>• Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation</li><li>• Overall governance/management structure of the proponent organization</li></ul>	
4	7	Financial and administrative management capacity: (See Capacity Assessment Checklist)	

		Provide a minimum of two relevant references of similar successful project	
	<b>70</b>	<b>TOTAL</b>	

#### **Annex B1-4**

**Description:** Technical Support for Strengthening NGO Capacities for Monitoring the Policies on and the Practices of Child, Early and Forced Marriages (CEFM) as a Form of Violence against Women (VAW), under the UN Joint Programme “Prevention of Child, Early and Forced Marriages in Turkey”

#### **CFP No. CFP – TUR – 2019 -02**

##### **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 -02( ) – (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 -02. 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:** Technical Support for Strengthening NGO Capacities for Monitoring the Policies on and the Practices of Child, Early and Forced Marriages (CEFM) as a Form of Violence against Women (VAW), under the UN Joint Programme “Prevention of Child, Early and Forced Marriages in Turkey”

**CFP No. CFP – TUR – 2019 -02**

### **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:** Technical Support for Strengthening NGO Capacities for Monitoring the Policies on and the Practices of Child, Early and Forced Marriages (CEFM) as a Form of Violence against Women (VAW), under the UN Joint Programme “Prevention of Child, Early and Forced Marriages in Turkey”

**CFP No. CFP – TUR – 2019-02**

### Capacity Assessment Document Checklist

#### For Potential Implementing Partners

#### Governance, Management and Technical

Document	Mandatory / Optional	Yes / No
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	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		

## 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														
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### **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.

<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>1</sup>				
6. Incidentals				
7. Other support requested				
8. Contingency (max. 5%)				
<b>Total Cost for Result 1</b>				

<sup>1</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: \_\_\_\_\_



