**

This Programe is funded by

the European Union

**Call for Proposal (CFP)**

**CFP No. 02/2021 EVAW**

To establish a web-based platform for legal counselling support, hiring lawyers, and making the service also accessible to women with disabilities; under Phase II of the programme **Ending violence against women in the West-ern Balkans and Turkey: Implementing norms, changing minds**

**Section 1 – CFP letter**

UN WOMEN plans to engage Civil Society Organizations (CSOs), women civil society organization and networks as Responsible Party defined in accordance with these documents. UN WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UN WOMEN at this address: [info.kosovo@unwomen.org](mailto:info.kosovo@unwomen.org) not later than 17:00 hrs (CET) on 29 April 2021.

This UN WOMEN 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: UN WOMEN 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 | Call for proposal (Template for proposal submission) |
| Annex B1-4 | Resumes of proposed team members |
| Annex B1-5 | Capacity Assessment Checklist |
|  |  |

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

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To establish a web-based platform for legal counselling support, hiring lawyers, and making the service also accessible to women with disabilities; under Phase II of the programme **Ending violence against women in the West-ern Balkans and Turkey: Implementing norms, changing minds**

|  |  |  |  |
| --- | --- | --- | --- |
| Program/Project: Section 2: Proposal data sheet | | | |
| Program official’s name:  Vlora Nushi |  |  |  |
| Email: vlora.nushi@unwomen.org  Telephone number: + 38338554651 |  |  |  |
| Issue date: 6 April 2021 |  |  |  |
| Requests for clarifications due |  |  |  |
| Date: 13 April 2021 |  |  | (*via e-mail*) [info.kosovo@unwomen.org](mailto:info.kosovo@unwomen.org) |
| Time: 17:00 hrs (CET) |  |  |  |

UNWOMEN clarifications to proponents due

Date: 19 April 2021

Time: 17:00 hrs (CET)

Proposal due

Date: 29 April 2021

Time: 17:00 hrs (CET)

Planned award date: 14 May 2021 (tentatively)

Planned contract start date / delivery date (on or before): 1 June 2021 (tentatively)

**Call for Proposal (CFP)**

**CFP No. 02/2021 EVAW**

To establish a web-based platform for legal counselling support, hiring lawyers, and making the service also accessible to women with disabilities; under Phase II of the programme **Ending violence against women in the West-ern Balkans and Turkey: Implementing norms, changing minds**

**Section 3: Instructions to proponents**

### Introduction

1.1 UNWOMEN invites civil society organizations, women civil society organizations and networks, that are legally registered in Kosovo and have specialized knowledge, expertise and track record of working on gender equality to submit Project Proposal and Results Based Budget to provide services associated with the UN Women requirement for Responsible Party.

1.2 A proposal can be submitted by a single organization (lead proponent). Two or more organizations (consortia) or entities may cluster and submit one proposal, on the topic of mutual interest. Such proposals must clearly indicate which organization will take lead responsibility for project management and contractual obligations. Furthermore, the proponent may provide sub-grants to other eligible organizations or entities. If sub-grants modality is considered, the lead proponent will take full accountability for sub-grantees results, financial resources utilization and reporting.

1.3 A description of the services required is described in CFP Section 4 -Terms of Reference.

1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.

1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.

1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected.In exceptional circumstances, UNWOMEN may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN by email at [info.kosovo@unwomen.org](mailto:linda.sanaja@unwomen.org) Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

### 2. Cost of proposal

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

### 3. Eligibility

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

### 4. Clarification of CFP documents

A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

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

At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

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

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

CFP No. 02/2021 EVAW (name of proponent) - PROPOSAL

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

7.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time may be rejected.

7.3 When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UN Women inbox. UN Women shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UN Women in the dedicated inbox on or before the prescribed CFP deadline.

7.4 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

7.5 Late proposals: Any proposals received by 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, UNWOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNWOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNWOMEN Policy and Procedures.

### 9. Proposal currencies

**The proposed intervention size and budget request per project must be on estimated amount of EUR 61.000. All prices shall be quoted in EUR.**

UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply, available at: <https://treasury.un.org/operationalrates/OperationalRates.php>

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 UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

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

### 11. Evaluation of technical and financial proposal

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

|  |  |  |
| --- | --- | --- |
|  | Relevance and technical capacity:   * quality of the context analysis and problem identification; * proposed staffing (number and expertise) for the services to be delivered; * organizational experience and proven track record on promoting gender equality and antidiscrimination, as well as conducting advocacy campaigns with all relevant stakeholders; * relevant experience in partnerships with UN Women, other UN agencies, governments, CSOs, and other development actors. | 25 points |
|  | Implementation strategies:   * pertinence of the proposed activities against expected results as specified in Terms of Reference; * linked project implementation to National Action Plan for implementation of the Council of Europe Convention on preventing and combating violence against women and domestic violence (2018-2023); * rights based approach; * strategic partnerships with relevant stakeholders. | 30 points |
|  | Sustainability:   * application of participatory process to bring together various partners; * adequate risk analysis and proposed mitigation measures; | 10 points |
|  | Innovative approaches | 5 points |
|  | Budget proposal | 30 points |
|  | TOTAL | 100 points |

Minimum score to be eligible is **70 points.**

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

### 12. Preparation of proposal

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

12.2 Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.

12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/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 | Proposal/no proposal confirmation form (Annex B2-1) |
| Part of proposal | Mandatory Requirements/pre-qualification criteria (Annex B2-2) |
| Part of proposal | Template for proposal submission (Annex B2-3) |
| Part of proposal | Format of resume for proposed staff (Annex B2-4) |
| Part of proposal | Capacity Assessment Checklist (Annex B2-5) |

### 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. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. The agreement will reflect the name of the proponent whose financials were provided in response to this CFP. Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.

**Call for Proposal (CFP)**

**CFP No. 02/2021 EVAW**

To improve professional capacities and increase the number of professional staff, judges, victims advocate, and police investigation officers engaged in service provision; **under Phase II of the regional programme ¨Ending Violence against Women: Implementing Norms, Changing Minds¨**

**Section 4: UN Women Terms of Reference**

|  |  |
| --- | --- |
|  | **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. Placing women's rights at the centre of all its efforts, 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.  Phase IIof the regional programme “Ending violence against women in the Western Balkans and Turkey: Implementing Norms, Changing Minds” (1 February 2020- 31 July 2023) aims to end gender-based discrimination and violence against women and girls (VAWG) in the Western Balkans (Albania, Bosnia and Herzegovina, Kosovo[[1]](#footnote-1)\*, Montenegro, North Macedonia and Serbia) and Turkey, with a particular focus on the most disadvantaged groups of women. The programme is anchored in the normative frameworks of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Council of Europe Convention on preventing and combating violence against women and domestic violence (also known as the Istanbul Convention) and is also in alignment with EU accession standards. The programme is funded by the European Commission within the Instrument for Pre- Accession Assistance (IPA) II.   1. The 42-month programme supports the development of an enabling legislative and policy environment on eliminating VAWG and all forms of discrimination; promotes favorable social norms and attitudes to prevent gender discrimination and VAWG; and pursues empowering women and girls (including those from disadvantaged groups) who have experienced discrimination or violence to advocate for and use available, accessible, and quality services. The programme channels its interventions through and for civil society organizations (CSOs), and in particular to women’s organizations, with an emphasis on those working and representing women from minorities and marginalized groups. 2. Phase II of the programme builds on the results achieved and the partnerships fostered during Phase I (1 February 2017 – 30 January 2020). In Phase I, platforms and networks of CSOs were established at country and regional levels to contribute to law making and amendments, policy development and implementation, and reporting to human right instruments; a regional mechanism was put in place to convene key stakeholders from government, human rights institutions, justice and police, and CSOs to address issues pertaining to progress in implementation of the Istanbul Convention; and a theoretical framework and tools were put at the disposal of organizations representing minorities to have better service provision for survivors.   During Phase II, the programme will continue and initiate efforts towards, *inter alia*:   * Strengthening women's voice and agency to advocate and support governments in implementing recommendations from the Group of Experts on Action against Violence against Women and Domestic Violence (GREVIO) and CEDAW Concluding Observations. This support will also be extended to advocating for, implementing and monitoring the integration of elimination of VAWG into policy frameworks, plans and packages to address the impact of COVID-19; * Consolidating regional level mechanisms of dialogue and exchange among civil society, among governments, and between CSOs and governments; * Testing approaches to lead to communities’ and youths’ behavioural change towards gender equality, VAWG (“zero tolerance”), and the reduction of harmful gender stereotypes including masculinities; * Fostering cooperation between CSOs providing specialist services and local service providers to ensure accessible and quality service provision for women and girls, in line with Istanbul Convention standards; * Addressing the gaps exposed by the pandemic in the area of general and specialist services provision to mitigate the impact of the COVID-19 crisis on women and girls, prevent and neutralize VAWG, and to enhance services’ resilience to crisis situations; * Building and strengthening capacity and coordination mechanisms of key services run by state and non-state service providers to prevent impunity and improve the quality of response; * Involving men and boys to adopt non-violent behavior, in order to strengthen the coordinate response to VAWG and ensure the full implementation of the Istanbul Convention.   Although Kosovo is not state party to the Istanbul Convention, Kosovo has accepted international obligations by incorporating international standards of human rights as part of its applicable law, and recently amended its Constitution to guarantee the direct applicability of the Istanbul Convention. In that respect, Kosovo is required to ensure victims are granted access to services, treated in a supportive manner and that their needs are properly addressed.  While there is a strong legal framework addressing the issue of VAW in Kosovo, emphasis should be put on bridging the gap between the law and practice through the strengthening of accountability mechanisms to monitor and evaluate the implementation of laws addressing VAWG. Although the provision of free legal aid is a constitutional guarantee, women are identified as the most in need of legal information and struggling to access justice. Following the outbreak of the COVID-19, there is an increased need for the provision of online legal aid and counseling to vulnerable women to meet their specific needs and enable their access to legal counselling.  As informed by the EC-funded UN Women rapid assessment “[Impact of the COVID-19 pandemic on specialist services for victims and survivors of violence in the Western Balkans and Turkey: A proposal for addressing the needs](https://eca.unwomen.org/en/digital-library/publications/2020/05/impact-of-the-covid-19-pandemic-on-specialist-services-for-victims-and-survivors-of-violence)” (May 2020), CSOs providing free legal counselling services to victims of VAW stopped delivering this kind of service following the outbreak of the COVID-19. Therefore, ensuring the provision of free and uninterrupted legal counselling accessible to women from marginalized groups was identified as essential during and beyond the pandemic.  **b. General Overview of services required/results**  UN Women will provide funding to a CSO following a call for proposal to establish a web-based platform and hire lawyers to provide legal counselling accessible to women with disabilities.  The project will contribute to the achievement of the amended Phase II of the programme “Ending violence against women and girls in the Western Balkans and Turkey: Implementing norms, changing minds” (01 February 2020 – 31 July 2023). More specifically, the project under this proposal contributes to the **Specific Objective 3** of the Programme “*To empower women and girls (including those from disadvantaged groups) who have experienced discrimination or violence to advocate for and use available, accessible and quality services”*and “***Result 3.1*** *Providers of general and specialist support services for victims of all forms of violence have the capacity to implement the standards enshrined in CEDAW and the Istanbul Convention”.*  In this regard, the Responsible Party is expected to undertake activities under the following indicator: *“Percentage of women who state they would leave an abusive relationship by seeking support from service providers.”.*  The platform will be developed and maintained by CSOs/shelters in order to ensure information and communication in official languages, including various multimedia contents and information related to women’s and girls’ safety and security. The platform will be develop in consultations with the Free Legal Aid Agency (FLAA) and other relevant institutions.  UN Women will provide technical, logistical and organizational support to the selected CSO and foster dialogue coordination and cooperation between CSOs partners and other relevant stakeholders in the field, relying on lessons learned from Phase I to inform new interventions and support the selected CSO to increase impact and reach intended populations. Finally, UN Women will support the selected CSO in preparing and submitting quarterly and final reports and will provide feedback during and after each activity to ensure continuous improvement and meaningful impact. |
|  | With a view to contribute to the achievement of **Output 3.1: Providers of general and specialist support services for victims of all forms of violence have the capacity to implement the standards enshrined in CEDAW and the Istanbul Convention,** it is expected that the selected CSO will *inter alia*:   1. Establish a web-based platform for legal counselling support, to provide information and communication in official languages, including various multimedia contents and information related to women’s and girls’ safety and security; 2. Engage lawyers that will provide free legal counseling to GBV/DV survivors, also accessible to women with disabilities, through shelters and CSOs providing services to these target groups; 3. Build the digital skills of lawyers engaged and staff providing legal counselling services through trainings to use digital communications channels; 4. Build the capacities of beneficiaries through meetings/joint discussions and awareness raising activities to use digital communications channels; 5. Provide online free legal counseling to at least 30 vulnerable women and girls in order to enable their access to legal counselling and social protection; 6. Undertake at least one two public events, one focusing on women with disabilities and use social media for dissemination of the programme achievements; 7. Develop and implement a social media strategy for dissemination of the programme achievements and information related to women’s and girls’ safety and security; 8. Inform and raise awareness among women, especially women from minorities and disadvantaged groups, and among communities at a large through a public campaign related to women’s and girls’ safety and security.   Furthermore, the following should be considered when developing the workplan:   1. The responsible party should collaborate with local authorities; 2. The planned activities should take into consideration and address the needs of women from disadvantaged communities; 3. Prior the implementation of the project, the responsible party should identify local CSOs to serve as implementing partners to deliver above-mentioned services in respective municipalities and enter into partnership agreements, in which the responsibilities and activities of other CSOs are clearly identified, and the respective funding is provided to carry out those activities.   All knowledge products and communications materials that would be produced under this agreement must acknowledge the support of and seek the approval of UN Women. Furthermore, they should be in line with the EU Communication and Visibility tools and the EU-UN joint visibility guidelines[[2]](#footnote-2). |
|  | **Timeframe:** The project is expected to be carried out within the months of June 2021 and December 2022. |
|  | 1. **Budget Request**   The proposed intervention size and budget request per project must be on estimated amount of EUR 61.000. Budget proposal should be submitted in EUR. All currency exchanges should be calculated using the UN Operational Exchange Rate as per the date of submission of proposal available at: <https://treasury.un.org/operationalrates/OperationalRates.php> |
|  | 1. **Competencies:** 2. **Technical/functional competencies required;** 3. Proven experience in promoting and strengthening the human rights of women in general and to prevent VAW; 4. Experience in directly providing services to women survivors of violence**;** 5. Experience in engaging in legal counseling provision activities; 6. Proponent must demonstrate experience in implementing programmes on gender equality and empowerment of women through an organizational resume of past implementing experience of related projects and areas of expertise. 7. Focusing on the empowerment of women and using a gender specific approach is required; 8. Communication and visibility in line with the programme communication strategy, which will be defined at the stage of project proposal finalization. Once the communication strategy/plan is approved by the EUD and UN Women, the major steps of this plan are to be coordinated with the EUD and UN Women to ensure greater impact. 9. Previous experience providing reintegration programmes to survivors of violence is strongly preferred. 10. Focus on disadvantaged groups, including those living in poverty, rural women and disadvantaged groups of women; 11. Priority placed on sustainability of results. 12. **Other competencies:** 13. Human rights-based and gender-responsive approaches that place first priority on promoting, protecting and fulfilling the human rights of women as well as strengthening institutional capacities of service providers at the local level to eliminate all forms of discrimination against women; 14. Holistic responses that address women and girls’ inter-related rights and needs, including safety, access to health, education and economic security; 15. Coordination and multi-sectorial partnerships, including among government organizations, nongovernmental organizations, women’s and other civil society groups; 16. Commitment to knowledge sharing, by documenting, evaluating and disseminating results, and working with UN Women staff in the process;   Other competencies, which while not required, can be an asset for the performance of services:   1. Transformation of inequitable gender norms and power disparities between women and men,and empowerment of women and girls to thrive as equals; 2. Previous experience with UN especially handling projects and initiatives of a similar nature. |

**Annex B2-1**

**Call for proposal**

**CFP No. 02/2021 EVAW**

To establish a web-based platform for legal counselling support, hiring lawyers, and making the service also accessible to women with disabilities; under Phase II of the programme **Ending violence against women in the West-ern Balkans and Turkey: Implementing norms, changing minds**

**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: UNWOMEN 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/supply

( ) 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 UNWOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, phone/email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will be able to assist.

**Annex B2-2**

**Call for proposal**

**CFP No. 02/2021 EVAW**

To establish a web-based platform for legal counselling support, hiring lawyers, and making the service also accessible to women with disabilities; under Phase II of the programme **Ending violence against women in the West-ern Balkans and Turkey: Implementing norms, changing minds**

**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 beneficiary 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 Kosovo | Yes/No |
| 1.5. Proponent must agree to a site visit at a beneficiary 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 |

**Annex B2-3**

**Call for proposal**

**CFP No. 02/2021 EVAW**

To establish a web-based platform for legal counselling support, hiring lawyers, and making the service also accessible to women with disabilities; under Phase II of the programme **Ending violence against women in the West-ern Balkans and Turkey: Implementing norms, changing minds**

**Template for proposal submission**

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| **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 civil society organization, women civil society organization or network?

2. Overall mission, purpose, and core programmes/services of the organization

3. Target population groups and sub-groups

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)

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| **Component 2: Expected Results and Indicators (max 1.5 pages)** |

This section should articulate the proponent’s understanding of the UN Women Terms of Reference (TOR). It should contain a clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR. This should include:

1. **Context and the situation analysis**

2. The **problem statement** or challenges to be addressed given the context described in the TOR.

3. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined and will form an important part of the agreement between the proposing organization and UN Women.

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| **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

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| **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** |
| **1.1** |  |  |  |  |  |  |  |  |  |  |
| **1.2** |  |  |  |  |  |  |  |  |  |  |
| **1.3** |  |  |  |  |  |  |  |  |  |  |
| **1.4** |  |  |  |  |  |  |  |  |  |  |
| **1.5.** |  |  |  |  |  |  |  |  |  |  |

**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

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| **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

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| **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[[3]](#footnote-3) |  |  |  |  |
| 6. Incidentals |  |  |  |  |
| 7. Other support requested |  |  |  |  |
| 8. Contingency (max. 5%) |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |

**Annex B2-4**

**Call for proposal**

**CFP No. 02/2021 EVAW**

To establish a web-based platform for legal counselling support, hiring lawyers, and making the service also accessible to women with disabilities; under Phase II of the programme **Ending violence against women in the West-ern Balkans and Turkey: Implementing norms, changing minds**

**Format of resume for proposed staff**

Name of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years with CSO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 B2-5**

**Call for proposal**

**CFP No. 02/2021 EVAW**

To establish a web-based platform for legal counselling support, hiring lawyers, and making the service also accessible to women with disabilities; under Phase II of the programme **Ending violence against women in the West-ern Balkans and Turkey: Implementing norms, changing minds**

**Capacity Assessment Document Checklist**

**For Potential Responsible Parties**

**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 |  |  |
| 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 |  |  |

1. \* For the European Union, this designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence. For UN Women, references to Kosovo shall be understood to be in the context of UN Security Council Resolution 1244 (1999). [↑](#footnote-ref-1)
2. All knowledge products and communications materials produced, both by UN Women and beneficiary organizations under the Programme, will acknowledge EC support, and adhere to EU Communication and Visibility tools and the EU-UN joint visibility guidelines. EU visibility requirements will be part of the contract signed between responsible parties and UN Women. [↑](#footnote-ref-2)
3. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-3)