

## Call for Proposal (CFP) Template for Responsible Parties For Civil Society Organizations- CSOs

**Description of services:**      **Output 1.2: Raise awareness and confidence of rural women about measures and actors responsible for protection from violence and gender-based discrimination, under the project "Improved Safety of Women in Serbia"**

**CFP No.**                                      **CFP 2020-01 Improved Safety of Women in Serbia**

### Section 1

#### **a. CFP letter for Responsible Parties**

UNWOMEN plans to engage a civil society organization (CSO) as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address specified not later than **23.30 (GMT+1) on 18 January 2021.**

The budget range for this proposal should be up to **USD 20,000.**

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><u>Section 1</u></p> <ul style="list-style-type: none"> <li>a. CFP letter for Responsible Parties</li> <li>b. Proposal data sheet for Responsible Parties</li> <li>c. UN Women Terms of Reference</li> </ul> <p><u>Section 2</u></p> <ul style="list-style-type: none"> <li>a. Instructions to proponents</li> </ul> <p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria  <b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>	<p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria  <b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>

Interested proponents may obtain further information by contacting this email address: [grants.serbia@unwomen.org](mailto:grants.serbia@unwomen.org)

**b. Proposal data sheet for Responsible Parties**

**Program/Project: 00313632 “Improved Safety of Women in Serbia”**

**Program official’s name: Ms. Ljiljana Loncar**

**Email [grants.serbia@unwomen.org](mailto:grants.serbia@unwomen.org)**

**Telephone number: +381 11 4155 461**

**Issue date: 17 December 2020**

**Requests for clarifications due:**

**Date: 11 January 2021                      Time: 23.30 (GMT+1)**

**(via e-mail: [grants.serbia@unwomen.org](mailto:grants.serbia@unwomen.org) )**

**UN Women clarifications to proponents due:**

**Clarification will be given within 48 hours of receiving a request for clarifications**

**Proposal due:**

**Date: 18 January 2021                      Time: 23.30 (GMT+1)**

**Planned award date:**

**1-30 April 2021**

**Planned contract start-date / delivery date (on or before):**

**1-30 April 2021**

**c. UN Women Terms of Reference**

**1. Introduction [Please elaborate]**

**a. Background/Context for required services/results**

The project “Improving Safety of Women in Serbia” 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)<sup>1</sup>, and is also in alignment with EU accession standards. The project is funded by the Norwegian Ministry of Foreign Affairs through a direct agreement with UN Women.

The long-term project goal is that women and girls in Serbia live in a society free from gender-stereotypes and violence. The project’s focus is to ensure safety of women and girls through strengthened capacities of relevant stakeholders, enhanced legislation, improved institutional and organizational framework, institutional responses, and awareness-raising. The project will take a holistic approach to violence against women and girls (VAWG) to ensure a higher impact, and it will operate at individual, relationship, community, and society levels by focusing on security and justice sectors and independent protection mechanisms. The project aims to contribute to overcoming challenges and barriers in the implementation of the legislation caused by the limited institutional capacity at regional and local levels by targeting support and tailor-made interventions for different stakeholders and beneficiaries.

The project’s focus is on increasing knowledge and capacities of police officers, justice actors, MPs for introducing and implementing innovative practice for better realization of urgent measures for victim protection against perpetrator of violence, through introducing the bracelet for victim(s) and perpetrator(s) system. In addition, as violence against rural women is under-reported and there is insufficient access to information about protection from VAWG due to the specific community social norms in rural areas, the project will support context-specific outreach activities to inform rural women of the available and accessible mechanisms for protection from VAWG and gender-based discrimination. Finally, the intervention will improve

knowledge and skills of journalists about risks of gender-stereotyping in reporting about VAWG, and femicide through trainings and development of the Guidelines and Recommendations for ethical and non-discriminative reporting about VAWG.

Violence against women and girls remains one of the key challenges for women's human rights in Serbia. The latest prevalence study conducted by OSCE in 2018 entitled "Well-being and Safety of Women" shows alarming data: 40% of adult women experienced some form of sexual harassment during their lifetime, while 18% during the previous 12 months; 22% of adult women were victims of physical and sexual violence by current partner, while 18% of adult women experienced physical and sexual violence by ex-partners. Women from marginalized and multiply discriminated groups are particularly vulnerable to violence.

Women from marginalized and multiply discriminated groups are particularly vulnerable to gender-based discrimination, stereotypes, and violence. Implementation of the Law on the Prevention of Domestic Violence related to the protection of women who belong to vulnerable groups, especially women with disabilities, Roma women and women living in rural areas, remains a challenge due to their specific living circumstances. While data of the Ministry of Interior shows the number of VAWG reported cases has been increasing since the adoption of the Law on Protection from Domestic Violence, violence against rural women is still under-reported. Access to information about protection from VAWG might not be sufficient to improve protection of rural women, because of the specific community social norms in rural areas, so the chosen strategy will be to strengthen rural women's organizations capacities for protection from VAWG and discrimination and enable them to implement context-specific outreach activities to inform rural women of the available and accessible mechanisms for protection from VAWG and gender-based discrimination

b. General Overview of services required/results

The project builds on the strong links of UN Women with women's CSOs in the country. CSOs in particular women's organizations, play a crucial role in the promotion of gender equality and women's rights. They are key advocacy stakeholders in terms of moving governments from commitment to implementation in relation to international normative standards. They are also key stakeholders in the provision of services that are essential to the establishment of multi-sectoral and coordinated mechanisms to adequately respond to the needs of victims of violence. Furthermore, women's organizations are key stakeholders in ensuring that the perspectives and voices of the most excluded and discriminated-against groups of women are heard by policy makers.

The project will target women's CSOs and support them to implement context-specific outreach activities to inform rural women of the available and accessible mechanisms for protection from VAWG and gender-based discrimination. In this context, UN Women is issuing a Call for Proposals to select Responsible Parties to contribute to the project.

In this regard, the chosen CSO is expected to undertake activities under the following indicators:

- Number of rural women reached by innovative outreach programs and awareness-raising activities and informed about protection mechanisms related to VAWG, gender-based discrimination and stereotypes.
- Number of women's CSOs supported by project to implement outreach programs to rural women and girls.

**2. Description of required services/results [Please elaborate]**

With a view to achieving the aim of "Raising awareness and confidence of rural women about measures and actors responsible for protection from violence and gender-based discrimination", it is expected that the selected organization or entity will deliver a comprehensive multi-sectoral set of activities aimed at increasing the knowledge of rural women, especially those from vulnerable groups facing multiple discrimination, to recognize and report cases of VAWG and/or gender-based discrimination.

The responsible party will undertake, *inter alia*, the following activities:

- Identify rural areas in which the initiatives will be implemented, with a detailed description and justification of the reasons for selecting those areas;

- Collect information on existing actors, services, and measures (especially at the local level), that are available to rural women in risk of VAWG and VAWG survivors;
- Develop communication and visibility strategy for dissemination of collected information and awareness raising campaign;
- Implement and monitor awareness raising campaign aimed at distributing information and improving knowledge of rural women on available actors, services, and measures for protection from VAWG and gender-based discrimination. Apart from including distribution of information and improving knowledge of rural women at gatherings in which they actively participate, and taking into consideration specific channels of communication and information sharing mostly used by rural women (e.g. on the occasion of rural fairs or similar local gatherings), the campaign should have strong presence in local media and social networks, to reach as many women and girls as possible;
- Design, implement and monitor local campaigns in rural communities for 16 days of Activism;
- Design and implement innovative measures/services/actions for rural women with behavioral change perspective, that will improve knowledge of rural women about available actors and measures for protection from VAWG and gender-based discrimination and build their confidence to report violence;
- Produce quarterly and final narrative and financial report, including key results, assessments, and recommendations.

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 Norway MFA Communication and Visibility tools.

**3. Timeframe: Start date and end date for completion of required services/results [Please elaborate]**

The project is expected to be carried out in a 12-month period, i.e. between the months of April 2021 and April 2022.

**4. Competencies: [Please elaborate]**

a. Technical/functional competencies required;

- Proven experience in promoting and strengthening the human rights of women in general and rural women in particular;
- Proven experience in advocacy and capacity building engagement on the Istanbul Convention and CEDAW provisions and standards;
- Proven experience in managing projects related to ending violence against women (EVAW);
- Experience in directly providing information about services and measures available to women survivors of violence, particularly those in rural areas;
- Focusing on the empowerment of women and using a gender specific approach is required.

b. Other competencies, which while not required, can be an asset for the performance of services

- Experience in distributing the information on EVAW and women's rights in the Serbian context will be an asset;
- Experience in facilitating the exchange of ideas on EVAW and women's rights will be an asset;
- Previous experience in working with UN entities will be an asset.

## Section 2

### CFP No. 2020-01 Improved Safety of Women in Serbia

#### a. Instructions to proponents (Responsible Parties)

##### 1. Introduction

- 1.1 UN-WOMEN invites civil society organizations (CSOs) that have gender equality, women's rights and/or antidiscrimination set as one of the organization's goals in the Statute and that are legally registered in Serbia and have specialized knowledge, expertise and track record of working on gender equality, ending violence against women and girls, especially in rural areas to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirements for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.** A proposal can be submitted by a single organization (lead proponent). Two or more organizations or entities may cluster and submit one proposal, on the topic of mutual interest. Such proposals must clearly indicate which organization will take lead responsibility for project management and contractual obligations. Furthermore, the proponent may provide sub-grants to other eligible organizations or entities. If sub-grants modality is considered, the lead proponent will take full accountability for sub-grantees results, financial resources utilization and reporting.
- 1.3 A description of the services required is described in CFP Section 1- c "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 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.
- 1.6 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 [grants.serbia@unwomen.org](mailto:grants.serbia@unwomen.org) . Proponents must not communicate with any other personnel of UN WOMEN regarding this CFP.

##### 2. Cost of proposal

- 2.1 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

- 3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 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-1**. 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. Mandatory/pre-qualification criteria**

4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection 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.

4.2 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.

#### **5. Clarification of CFP documents**

5.1. 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 in Section 1- b . 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.

5.2. 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.

#### **6. Amendments to CFP documents**

6.1. 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.

6.2. 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.

#### **7. Language of proposal**

7.1. 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.

7.2. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

#### **8. Submission of proposal**

Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) 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, UNWOMEN 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.

Proposals should be submitted in one e-mail, clearly marked with the e-mail subject line and corresponding attachment should read:  
**CFP 2020-01 Improved Safety of Women in Serbia – (name of the proponent) - PROPOSAL**

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

8.1 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.

8.2 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.

8.3 **Late proposals:** Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

## **9. Clarification of proposals**

9.1 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.

## **10. Proposal currencies**

10.1 All prices shall be quoted in Republic of Serbia Dinar (RSD).

10.2 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 (9) 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.

10.3 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.

## **11. Evaluation of technical and financial proposal**

### **11.1 PHASE I – TECHNICAL PROPOSAL (70 points)**

**11.1.1** Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

1	<b>Organizational capacity:</b> -Organizational experience and proven track record on gender equality and ending violence against women and girls; -Proposed staffing (number and expertise) for the services to be delivered; -Relevant experience in partnerships with the UN Women, other UN agencies, government institutions, NGOs and other development actors.	15 points
2	<b>Relevance of the proposal:</b> - The quality of the context analysis; - Relevance of the problem statement and identification of challenges to be addressed; - Clarity of the specific results expected through engagement; -The quality of proposed indicators, baselines, targets; -Pertinence of the expected results to the ToR.	30 points
3	<b>Implementation strategies and plans:</b> -Relevance of the implementation strategies and innovative approaches; -Suitability of the proposed activities to achieve expected results and address the identified problem(s); -Feasibility of the sequence of all major activities and the timeframe.	25 points
<b>TOTAL</b>		70 points

## 11.2 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

## 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 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): **23.30 (GMT+1) on 18 January 2021.**

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	<b>Annex B-1</b> Mandatory requirements/pre-qualification criteria
Part of proposal	<b>Annex B-2</b> Template for proposal submission
Part of proposal	<b>Annex B-3</b> Format of resume for proposed staff
Part of proposal	<b>Annex B-4</b> Capacity Assessment minimum Documents

12.7. 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.

### **13. Format and signing of proposal**

13.1 The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

13.2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.

### **14. Award**

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. 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.

14.3 The award will be for an agreement with an original term of 12 months.

## Annex B-1

### Mandatory requirements/pre-qualification criteria [To be completed by proponents and returned with their proposal]

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.

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years <sup>2</sup>	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6. Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7. Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) <sup>3</sup> .	
1.8. 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), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list.	Yes/No

<sup>2</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>3</sup> [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

## Annex B-2

### Template for proposal submission

#### Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. 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.

#### 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:

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

<b>Component 4: Implementation Plan</b> (max 1.5 pages)
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This section should be 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													

<b>Component 5: Monitoring and Evaluation Plan</b> (max. 1 page)
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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 6: 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 7: 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 costs which relate to efficiently of 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 how much will planned activities actually cost, and do not assume they would cost less.
- The budget should include all costs associated with managing and administering the activities or results, particularly the cost of monitoring and evaluation.
- The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
- “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
- 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 (maximum 35% of the entire budget)				

2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts				
5. Other costs <sup>4</sup>				
8. Support Costs (not to exceed 8%)				
<b>Total Cost for Result 1</b>				

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 and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

\_\_\_\_\_ (Seal)

(Signature)

(Printed Name and Title)

(Date)

<sup>4</sup> "Other costs" refers to any other costs that are not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

**Annex B-3**  
**Format of resume for proposed staff**

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

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

Years with NGO: \_\_\_\_\_ 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 B-4

### Capacity Assessment minimum Documents

**(to be submitted by potential Responsible Parties and submission assessed by the reviewer)**

#### Governance, Management and Technical

Document	Mandatory / Optional
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 which is consistent with UN women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin <a href="#">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy	

#### Administration and Finance

Document	Mandatory / Optional
Administrative and Financial Rules of the organization	Mandatory
Internal Control Framework	Mandatory
Audited Statements of last 3 years	Mandatory
List of Banks	Mandatory
Name of External Auditors	

#### Procurement

Document	Mandatory / Optional
Procurement Policy/Manual	Mandatory
Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (RFQ), Request for Proposal (RFP) etc.	Mandatory
List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes	

#### Client Relationship

Document	Mandatory / Optional
List of main clients / donors	Mandatory
Two references	Mandatory
Past reports to clients / donors for last 3 years	