

Call for Proposal (CFP)
Enhancement of Women's Position in the Labour Market

Section 1

CFP No. 2021-01 GEF II

a. CFP letter for Responsible Parties

UN Women Office in Serbia plans to engage Civil Society Organizations (CSOs) that have gender equality, women's rights and/or antidiscrimination set as one of the organization's goals in Statute (women's organizations) as defined in accordance with these documents. UN Women Office in Serbia now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN Women Terms of Reference.

Proposals must be received by UN Women Office in Serbia at the address specified not later than (time) **23.30 (GMT+1) on 17 May 2021.**

The budget range for this proposal should be **25,000 – 30,000 EUR**¹.

This UN Women Office in Serbia 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"> a. CFP letter for Responsible Parties b. Proposal data sheet for Responsible Parties c. UN Women Terms of Reference <p><u>Section 2</u></p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex B-1 Mandatory requirements/pre-qualification criteria Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>	<p>Annex B-1 Mandatory requirements/pre-qualification criteria Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>

Interested proponents may obtain further information by contacting this email address: **grants.serbia@unwomen.org.**

¹ Based on UN Operational Rate <https://treasury.un.org/operationalrates/OperationalRates.php>

b. Proposal data sheet for Responsible Parties

Project: Support to Priority Actions for Gender Equality in Serbia II

Program official's name: Milana Rikanovic

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Telephone number: +381 11 4155 372

Issue date: 12 April 2021

Requests for clarifications due:

Date: 10 May 2021 Time: 23.30 (GMT+1)

(via e-mail to grants.serbia@unwomen.org)

UN Women clarifications to proponents due:

Date: 12 May 2021 Time: 23.30 (GMT+1)

Proposal due:

Date: 17 May 2021 Time: 23.30 (GMT+1)

Planned award date:

1 July 2021

Planned contract start-date:

15 July 2021

c. UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

UN Women is grounded in the vision of equality enshrined in the Charter of the United Nations. UN Women work focuses on several pillars that are fundamental to achievement of equality between women and men as partners and beneficiaries of development: support policy planning and gender responsive budgeting, elimination of discrimination against women and girls, ending violence against women, economic empowerment of women, including women with multiple vulnerability. Placing advancement of women's rights at the centre of all its actions, 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 supporting implementation of national priorities and efforts, building effective partnerships with civil society and other relevant actors.

Through its programmes and projects, UN Women is providing assistance to national partners (governmental and non-governmental) in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

UN Women Office in Serbia works towards selected development results in the framework of several projects to effectively coordinate and promote accountability for the implementation of gender equality commitments and advancing gender responsive policies and budgeting in Serbia. UN Women places a special focus on the position of vulnerable groups of women and is investing efforts in advocacy for their

rights. This is extremely important having in mind that COVID-19 outbreak significantly increased the fragility, discrimination and violence already experienced by vulnerable groups.

Both the economy and society in Serbia were significantly impacted by the COVID-19 crisis, while the outlook of crisis remains uncertain with the socio-economic impacts of COVID-19 evolving. Such circumstances require continuous monitoring and the ability to quickly respond and adapt. Based on ILO estimates, COVID-19 imposes a higher risk to women in the labor market. The crisis had distinct and different impacts on men and women, with men the hardest hit during the first quarter of 2020 and women the hardest hit during the second quarter of 2020². Increasing women's participation in the labour market has a strong, positive impact on the economy, in the context of a shrinking workforce and skills shortages³. The evidence shows that while both men and women were severely affected by the COVID-19 pandemic, women experienced a larger impact through multiple channels. First, as women are frequently employed in sectors directly disrupted by lockdown and social distancing measures, they consequently experienced both higher unemployment rates and a more subdued re-entry into employment. Second, women's labour force participation dropped further than that of men at the start of the pandemic. Third, women's re-employment has been slower, with lower hiring rates and delayed hiring into leadership roles⁴.

To support urgent COVID-19 response measures, in 2020 UN Women, in agreement with the EU and national partners, provided immediate humanitarian aid to around 10,000 people from socially vulnerable groups (poor, families living in distant areas, self-sustaining parents, Roma, persons with disabilities) in 50 cities and municipalities. Resources were secured through the EU funded project "Support to Priority Actions for Gender Equality in Serbia" and aid distributed in cooperation with Serbian Red Cross. Additionally, to support short- and medium-term policy making, decisions and measures gender analysis of the effect of COVID 19 in Serbia in the following areas were prepared: women in the labour market, women entrepreneurs, rural women and economy of care. Finally, grants for women economic empowerment and improvement of the position of rural women have been awarded. Results of the mentioned analysis and awarded projects, as well as the Evaluation of the National Action Plan for the Implementation of the National Strategy for Gender Equality and Evaluation of the said project provided the basis for the second project phase.

Since March 2021, UN Women Office in Serbia is implementing a three-year EU funded project "Support to Priority Actions for Gender Equality in Serbia, phase II" that supports the Government of the Republic of Serbia in effective implementation of the EU Gender Equality Acquis, adoption and implementation of the new legal and strategic framework for Gender Equality, Gender Equality mechanisms on national and local levels, and gender mainstreaming in policies and EU funds programming, implementation and monitoring. Furthermore, **the project will advance the position of women and will support local communities in fulfilling their commitments on gender equality**. UN Women Office in Serbia implements this project, in close cooperation with the Coordination Body for Gender Equality, the Ministry of European Integration, the EU Delegation in Serbia and other partner institutions as well as with women's civil society organizations.

² United Nations report on socio-economic impact of COVID-19 in Serbia from September 2020, https://serbia.un.org/sites/default/files/2020-09/seia_report%20%281%29.pdf.

³ EU Gender Equality Strategy 2020-2025

⁴ World Economic Forum Gender Gap Report for 2021, http://www3.weforum.org/docs/WEF_GGGR_2021.pdf

Building on the results of the previous project phase, under Result 3, **the project will support active engagement of women and women's CSO in identifying main issues and priorities related to gender equality**, thus influencing the development, implementation and monitoring of gender related programmes and policies at national and local level. Abovementioned analyses showed that COVID-19 outbreak contributed to increasing gender inequalities and the need for continuous support towards improvement of the socio-economic status of women. In that sense, **women's civil society organizations will be supported to implement the initiatives around gender equality and women empowerment** with the focus on improving the active involvement of women in policy development, raising awareness on gender equality issues, reduce stereotypes and increase women's participation in the labour market. Particular emphasis will be placed on vulnerable groups of women that have been mostly hit by COVID-19 epidemic. Through **granting mechanism** the project will support women's civil society organisation in three priority areas: a) piloting gender data labs and development of watchdog reports to support evidence-based development of policies and programmes and secure inclusion of gender perspective, b) organization of campaigns to promote positive attitudes towards women and their active role in all aspects of a society, and c) enhancement of the position of women in the labour market through increased availability of services and enhanced work-life balance. Combining the exchange of knowledge and the implementation of the grants scheme, this action will capacitate women's CSOs to participate in community development in general, and to support targeted initiatives. Technical assistance for ensuring that proper management and administration of grants is in place will be provided.

b. General Overview of services required/results

UN Women plans to engage Responsible Parties (Civil Society Organizations (CSOs) that have gender equality, women's rights and/or antidiscrimination set as one of the organization's goals in Statute, that are legally registered in Serbia and have specialized knowledge, expertise and track record of working on gender equality, improving the status of women in the labour market and their economic empowerment) to work towards the achievement of the Result 3 of the "Support to Priority Actions for Gender Equality in Serbia, phase II" Project.

Gender inequalities are one of the fundamental social inequalities that clearly manifested in Serbia during the pandemic. As indicated in the Analysis of the **impact of COVID-19 pandemic and measures for its prevention on employment and working conditions of women and men in Serbia** gender inequalities became more prominent in a specific context characterized by high risks of infection, especially among those who cared for the infected or had to perform other jobs with high risks of infection. They also became more prominent in a situation where numerous social services such as education, childcare, care for the elderly, people with disabilities, the ill, were transferred to the family, where these duties are extremely unequally distributed between women and men. Reasons for job losses during pandemic are not gender-neutral. Among women, a more common reason is quitting due to inability to come to work in the conditions of limited movement and absence of public transport, as well as due to the inability to organize childcare in the conditions when kindergartens and schools are closed. Among men who lost their jobs, a slightly more common reason is being laid off because the company suspended its activities, as well as their short-term employment contract expiring without being renewed.

Under this Call for Proposals, women's CSOs will be supported to implement measures contributing to the following specific objective:

To support enhancement of the position of women in the labour market through increased availability of services and enhanced work-life balance.

2. Description of required services/results

CSOs are expected to submit proposals that will address specific needs of the women in the labour market and work towards increased availability of services that will enable them to access the labour market in both urban and rural areas. CSOs should propose measures to enable their equal access to employment and work-related rights and support creation of measures that will contribute to the employment of women, particularly multiple discriminated and vulnerable groups of women (women with disabilities, women older than 45, women with children with disabilities, rural women etc.).

It is expected that the selected Responsible Party delivers the following:

- a) Develop and implement pilot measures contributing to the improvement of the position of women in the labour market. These may include, but not limited to, the following:
 - Support activation and access to labour market for women: enhancing motivation and incentives to seek employment; mentoring and individual job counselling to help finding suitable employment; organization of vocational trainings to acquire skills in line with the labour market needs; sharing information on employment opportunities and connecting with potential employers (connecting demand and supply).
 - Support to the Care Economy: (innovative) community-based services and initiatives in the areas of education, social and health protection, public transportation etc. that will enable women's access to the labour market and better work-life balance; measures to increase awareness and accessibility of women to offered public services; measures to enhance redistribution of housework and child care between partners; motivation and incentives to women to acquire necessary competences (e.g. digital competencies of women engaged in the care economy (e.g. in education, social protection)).
 - Support to self-employment and women entrepreneurship: providing trainings and mentoring to foster self-employment (e.g. upgrading entrepreneurial and digital skills, understanding registration and taxation process, support to improve access to finance); assistance in further development of already established businesses, including through provision of equipment and small-scale items, supporting re-employment of women being laid off due to COVID-19 crisis, support to introducing of innovation in business, knowledge transfer from existing to the new and small entrepreneurs.
- b) Increase visibility and awareness in local communities on benefits of piloted measures and establish partnership for replication and scaling up of pilot measures (with local self-governments, private sectors, media, etc.).
- c) Ensure that at least 200 women are reached and benefit from performed activities.

CSOs are expected to submit proposals with clear and specific statement of what the proposal will accomplish, description of implementation strategy, budget and other details, as per requirements stated in Annex B-2 to this Call for Proposals (Template).

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

The proposals are expected to cover a period of minimum 12 months to maximum 18 months.

4. **Competencies:**

a. Technical/functional competencies required

- Experience in promoting gender equality and/or working towards improving the status of women in the labour market and their economic empowerment;
- Proven experience in management of projects related to economic empowerment of women and/or gender equality;
- Language: Serbian. Knowledge of English.

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

- a) Good knowledge of gender equality and women's rights issues, as well as needs of vulnerable and multi-discriminated groups of women;
- b) Knowledge on Serbian legal and institutional framework related to gender equality;
- c) Previous experience working with United Nations.

Section 2

CFP No. 2021-01 GEF II

a. Instructions to proponents (Responsible Parties)

1. Introduction

- 1.1 UN Women Office in Serbia invites civil society organizations (CSOs) that have gender equality, women's rights and/or antidiscrimination set as one of the organization's goals in Statute and that are legally registered in Serbia and have specialized knowledge, expertise and track record of working on gender equality, and women economic empowerment to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party.
- 1.2 UN Women Office in Serbia is soliciting proposals from women's Civil Society Organizations (CSOs). 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 1c. "Terms of Reference".
- 1.4 UN Women Office in Serbia 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 Office in Serbia 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, UN Women Office in Serbia 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 UN Women Office in Serbia, by email at 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 Office 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 UN Women Office in Serbia requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women Office in Serbia 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 UN Women Office in Serbia in writing at UN Women Office in Serbia email address indicated in the CFP by the specified date and time. UN Women Office in Serbia 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 UN Women Office in Serbia 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, UN Women Office in Serbia 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, UN Women Office in Serbia 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 UN Women Office in Serbia, 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

- 8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B-2) 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 Office in Serbia 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. 2021-01 GEF II – (name of proponent) – PROPOSAL

All proposals should be sent by email to the following secure email address:

grants.serbia@unwomen.org

- 8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UN Women Office in Serbia receives their proposal by the due date and time. Proposals received by UN Women Office in Serbia after the due date and time may be rejected.
- 8.3 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 Office in Serbia 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 Office in Serbia in the dedicated inbox on or before the prescribed CFP deadline.
- 8.4 **Late proposals:** Any proposals received by UN Women Office in Serbia 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, UN Women Office in Serbia may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UN Women Office in Serbia will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UN Women Policy and Procedures.

10. Proposal currencies

- 10.1 All prices shall be quoted in RSD (Republic of Serbia Dinar)
- 10.2 UN Women Office in Serbia reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UN Women Office in Serbia 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.
- 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 UN Women will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

Organizational capacity: <ul style="list-style-type: none"> - Organizational experience and proven track record on gender equality and economic empowerment of women; - Proposed staffing (number and expertise) for the services to be delivered; - Relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors. 	15 points
Relevance of the proposal: <ul style="list-style-type: none"> - Relevance and 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 and targets; - Pertinence of the expected results to the CfP section 1c. "Terms of Reference". 	30 points
Implementation strategies and plan: <ul style="list-style-type: none"> - 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 its timeframe; - Adequacy of identified risks and proposed mitigation measures. 	25 points
TOTAL	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 UN Women Office in Serbia stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to

a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.

- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UN Women Office in Serbia established requirements. Acceptance of such changes is at the sole discretion of UN Women Office in Serbia.
- 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 17 May 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	Annex B-1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex B-2 Template for proposal submission
Part of proposal	Annex B-3 Format of resume for proposed staff
Part of proposal	Annex B-4 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. UN Women Office in Serbia reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. The agreement will reflect the name of the proponent whose financials were provided in response to this CFP. Upon execution of agreement UN Women Office in Serbia 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 minimum 12 months to maximum 18 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

Annex B-1
Mandatory requirements/pre-qualification criteria
[To be completed by proponents and returned with their proposal]

Call for proposal

Description of Services: Enhancement of Women’s Position in the Labour Market
CFP No. 2021-01 GEF II

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 ⁵	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) ⁶ .	
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

⁵ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

⁶ [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

Call for proposal

Description of Services: Enhancement of Women's Position in the Labour Market

CFP No. 2021-01 GEF II

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 civil society organization that has gender equality and women's rights set as one of the organization's goals in Statute (women's CSOs)?
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)

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** providing data and the analysis on the position of women and girls in relation to the objective of this CfP stipulated section 1c. “Terms of Reference”;
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.

Component 3: Description of the Technical Approach and Activities (max 2.5 pages)
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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, leaving no one behind, advocacy for change, providing innovative models to support measures and actions etc.

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4.

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

Project No:	Project Name:
	Name of Proponent Organization:

Brief description of Project													
											Project Start and End Dates:		
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result													
List the activities necessary to produce the results Indicate who is responsible for each activity											Duration of Activity in Months (or Quarters)		
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

Monitoring and Evaluation Plan (max. 1 page)

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

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

Component 5: Risks to Successful Implementation (1 page)

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

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the

assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend.

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

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

- Include costs which 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 would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include 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 7%. 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.

Result 1 (e.g. Output) <u>Repeat this table for each result.</u>				
Expenditure Category	Year 1 [RSD]	Total [RSD]	US\$	% Total
1. Personnel (maximum 35% of the entire budget)				

2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts				
5. Other costs ⁷				
8. Support Cost (not to exceed 7%)				
Total Cost for Result 1				

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)

⁷ "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

Annex B-3
Format of resume for proposed staff

Call for proposal

Description of Services: Enhancement of Women's Position in the Labour Market
CFP No. 2021-01 GEF II

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)

Call for proposal

Description of Services: Enhancement of Women’s Position in the Labour Market

CFP No. 2021-01 GEF II

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 ST/SGB/2003/13	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 (FRQ), 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	