

# 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 anorganization | Yes/No |
| 1.3. Confirm proponent as an organization has been in operation for at leastfive (5) years2 | 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 indicateifitiscurrentlyunderinvestigationforfraudoranyotherrelevant misconduct by UN Women or another United Nations entity andprovidedetails 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 sexualexploitation and abuse (SEA)3. |  |
| 1.8.Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations SecurityCouncil Sanctions List(s), United Nations Global Market Place Vendorineligibilityand the EU consolidated Sanction list. | Yes/No |

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

3 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 theorganization
		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 relevantexperience
		6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrativemanagement)

**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 theTOR.
2. Thespecific**results**expected(e.g.,outputs)throughengagementoftheproponent.Theexpectedresultsarethemeasurable 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 andUNWOMEN.

**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**itwillbedone.Indescribingtheactivities,anindicationshouldbemaderegarding

the organizations and individuals involved in or benefiting from the activity.

ThisnarrativeistobecomplementedbyatabularpresentationthatwillserveasImplementationPlan,asdescribedinComponent 4.

**Component 4: Implementation Plan** (max 1.5 pages)

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

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| --- | --- |
| Project No: | Project Name: |
|  | Name of Proponent Organization: |
|  | Brief description of Project |
|  | Project Start and End Dates: |
|  | BriefDescriptionofSpecificResults(e.g.,Outputs)withcorrespondingindicators,baselinesandtargets.Repeatforeach 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 |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Component 5: Monitoring and Evaluation Plan (**max. 1 page)

Thissectionshouldcontainanexplanationoftheplanformonitoringandevaluatingtheactivities,bothduringitsimplementation (formative) and at completion (summative). Key elements to be includedare:

* How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the ImplementationPlan
* How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedbackreceived
* How the participation of community members in the monitoring and evaluation processes will beachieved

**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 othersources.
	+ The budget should be realistic. Find out how much will planned activities actually cost, and do not assume they would costless.
	+ The budget should include all costs associated with managing and administering the activities or results, particularly the cost of monitoring andevaluation.
	+ Thebudgetcouldinclude“SupportCosts”:thoseindirectcoststhatareincurredtooperatethePartnerasawholeora segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses,over-headcostsandgeneralcostsconnectedtothenormalfunctioningofanorganization/business,suchas cost for support staff, office space and equipment that are not DirectCosts.
	+ “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 DirectCosts.
	+ 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 usedfor.
	+ The figures contained in the Budget Sheet should agree with those on the proposal header andtext.

|  |
| --- |
| **Result 1 (e.g. Output)** Repeat this table for each result. |
| **Expenditure Category** | **Year 1, [Local currency]** | **Total, [local currency]** | **US$** | **% Total** |
| 1. Personnel (maximum 35% of the entire budget) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2. Equipment / Materials |  |  |  |  |
| 3.Training / Seminars / Travel Workshops |  |  |  |  |
| 4. Contracts |  |  |  |  |
| 45. Other costs |  |  |  |  |
| 8. Support Costs (not to exceed 8%) |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |

I,(Name) certify that Iam(Position) of (NameofOrganization) ; that by signing this Proposal for and on behalf of (Name ofOrganization) , I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of mypowers.

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)

4 “Other costs” refers to any other costs that are not listed in the Results-Based Budget. Please specify in the footnote what theyare:

# Annex B-3

**Format of resume for proposed staff**

Name ofStaff:

Title:

YearswithNGO: Nationality:

**Education/Qualifications**: (Summarize college/university and other specialized education of staff member, giving names of schools, dates attendedand 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

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| --- | --- |
| **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’sone 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](https://undocs.org/ST/SGB/2003/13)Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy | Mandatory |

**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 ofgoods/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 |  |