



**Safeguarding  
Women and Girls  
in Serbia**



**British Embassy  
Belgrade**



**Call For Proposals (CFP)  
Support to Local Initiatives to Prevent and Improve Response to VAWG in Public Spaces**

**Section 1**

**CFP No. 2022-02 SWGS**

**a. CFP Letter for Responsible Parties**

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

Proposals must be received by UN Women at the address specified not later than **23.30 (GMT+1) on 04 August 2022.**

**The budget range for this proposal should be 14.000 USD – 15.000 USD**

<b>This UN Women Office in Serbia Call for Proposals consists of <u>two</u> sections:</b>	<b>Annexes to be completed by proponents and returned as part of their proposal (mandatory)</b>
<p><b><u>Section 1</u></b></p> <p>a. CFP Letter for Responsible Parties b. Proposal Data Sheet for Responsible Parties c. UN Women Terms of Reference d. Acceptance of the terms and conditions outlined in the template Partner Agreement</p> <p><b><u>Section 2</u></b></p> <p>a. Instructions to Proponents, which includes the following: <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 Personnel <b>Annex B-4</b> Capacity Assessment Minimum Documents <b>Annex B-5</b> UN Women template Partner Agreement <b>Annex B-6</b> UN Women Anti-Fraud Policy</p>	<p><b>Annex B-1</b> Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects</p> <p><b>Annex B-2</b> Template for Proposal Submission <b>Annex B-3</b> Format of Resume for Proposed Personnel <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**

<b>Project: Safeguarding Women and Girls in Serbia</b>	<b>Requests for clarifications due:</b>	
	<b>Date: 27 July 2022</b>	<b>Time: 23.30 (GMT+1)</b>
<b>Program Official’s name: Vladimir Vukicevic</b>	<b>(via e-mail to <a href="mailto:grants.serbia@unwomen.org">grants.serbia@unwomen.org</a> )</b>	
<b>Email: <a href="mailto:grants.serbia@unwomen.org">grants.serbia@unwomen.org</a></b>	<b>UN Women clarifications to proponents due:</b>	
	<b>Date: 29 July 2022</b>	<b>Time: 23.30 (GMT+1)</b>
<b>Telephone number: +381 11 4155 372</b>	<b>Proposal due:</b>	
	<b>Date: 04 August 2022</b>	<b>Time: 23.30 (GMT+1)</b>
<b>Issue date: 4 July 2022</b>	<b>Planned award date:</b>	
		<b>09 September 2022</b>

## 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: it supports policy planning and gender responsive budgeting, elimination of discrimination and ending violence against women and girls, economic empowerment of women, including women from multiply vulnerable groups. 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 and builds effective partnerships with civil society and other relevant actors.

Through its programmes and projects, UN Women is providing assistance to national partners, both 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.

In line with its Strategic Plan and Biannual Work Plan 2022-2023, UN Women Serbia works under the impact area of achieving life free from violence for all women and girls, with particular focus on improvement on applying the international standards set in Istanbul Convention and CEDAW in providing services to women and girls victims of violence. In addition, UN Women aims to prevent VAWG through transforming negative social norms and strengthening the availability of services to women survivors of violence, including in public spaces. Finally, UN Women Serbia partners with the Government and CSOs to advocate for ending violence, increase awareness of the causes and consequences of violence, build capacity of partners and promote the need for changing norms towards advancing gender equality and women's rights.

Violence in private and public spaces, both in urban and rural settings, is still an everyday occurrence for women and girls in Serbia. They experience and fear different forms of violence in the public sphere - on streets, in and around public transportation, schools, workplaces, parks and, increasingly, online. This reality reduces women's and girls' freedom of movement and their ability to participate in school, work, and public life. It curtails women's economic potential, limits their access to essential services and negatively impacts their health and well-being, thus reinforcing gender inequality. Although domestic violence is now widely recognized as a human rights violation, workplace and sexual harassment and other forms of violence against women and girls in public spaces are often neglected, with few laws or policies in place to prevent and address it. Moreover, a lack of the application of a gendered approach to urban planning hampers ensuring that the needs of both women and men are considered across all municipal departments' planning, including when planning the improvement of the public infrastructure, including for the reasons of safety.

In order to address all manifestations of gender-based violence, including in public spaces, in October 2021 UN Women Office in Serbia initiated the project „**Safeguarding Women and Girls in Serbia**”, in close cooperation with the Coordination Body for Gender Equality of the Republic of Serbia and the Ministry of Labour, Employment, Veteran and Social Affairs. The project, funded by the Foreign, Commonwealth and Development Office (FCDO) in Belgrade, **aims to transform national and local-level authorities and stakeholders to be more responsive to violence against women and girls, including in public spaces, and to apply internationally validated tools and practices to better address violence against women and girls.** That will be achieved through dialogues on the GBV between line ministries, local self-governments and women's organizations, by carrying out a first-ever National survey of prevalence of violence against women in public spaces, and through identification and development of measures and initiatives, both at the national and local level, for the improvement of safety of women and girls in public spaces. The project will also improve accessibility of shelters for survivors of domestic and GBV as well as enhance their performance and increase capacity.

Under this project following definition of public space is used: open spaces available to everyone, including squares, streets, underground passages and garages, markets, parks, parking lots, public transport, public transport stops, open space where sports and cultural events are held and all other public places that are freely used. The definition of public space is in line with the definition of public space developed by UN HABITAT and does not include spaces intended for public facilities such as schools, stadiums, hospitals, municipalities, airports—which are not open to the general public.

As part of the project, the **Women Safety Audit Tool (WSAT)** was developed for the purpose of identifying safety issues and the needs of women and girls related to safety in public spaces. Furthermore, support will be provided to five local self-government units and five civil society organizations to pilot the WSAT at the local level and define appropriate measures and

solutions for improving safety of women and girls in public spaces. Finally, a total of ten grants will be awarded (five to local self-government units and another five to women's rights organizations (grants for the CSO to be implemented in the participating five municipalities) in order to support the implementation of identified measures. UN WOMEN has selected following municipalities to be part of this project: Kragujevac, Kruševac, Sombor, Novi Pazar and Niš.

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, advancement of women's rights and combating domestic and gender-based violence, including in public domain, to work towards the achievement of the Outcome 2 of the "Safeguarding Women and Girls in Serbia" Project.

A survey on violence against women in Serbia, conducted in 2018 by the OSCE on a representative sample of 2,023 women, showed a high frequency of various forms of violence against women in Serbian society. Namely, 62% of women experienced some form of gender-based violence after the age of 15, 42% experienced sexual harassment, 22% of women experienced physical and/or sexual violence in or out of a relationship, and 11% had experienced harassment. Violence caused physical suffering to women in at least 46% of cases, and psychological suffering in at least 69% of cases.

A national survey on safety of women and girls in public spaces conducted under UN Women implemented project "Safeguarding Women and Girls in Serbia" shows that during the night-time 66.4% of women are afraid when passing through the periphery and streets without lighting, while 8.3% of women are very afraid and only 23.6% are not afraid at all.

Over the past decades, the attention of institutions and societal actors was focusing primarily on domestic violence, which has been recognized internationally as a violation of human rights. Gender-based violence against women and girls, which occurs mostly in private sphere, in the context of domestic violence or workplace violence, also predominates in research and insufficient attention is paid to the gender dimensions of fear of crime, subjective perception of vulnerability, as well as determining the prevalence of various forms of violence against women and girls in public spaces.

Gender inequality, high frequency of violence against women and a culture of tolerance towards violence are widespread in many and diverse places in Serbia, and inadequate and untimely institutional response, lack of support and protection for victims, and high rates of femicide are present, too. The structure of violence against women thus defined includes and/or implies violence against women in public space also. There are many, both socio-cultural and structural, factors that contribute to the emergence and maintenance of violence in public spaces. These factors, each alone or intertwined with each other, can affect the prevalence of violence in public space. Sociocultural factors include the cultural dimension, the living standard, religious attitudes as well as prevailing social norms, while the structural factors refer to the ways public spaces are organized in a physical-structural sense, their infrastructural conditions, as well as the availability or unavailability of basic services, roads, public transport, lighting and/or public safety, etc.

Under this Call for Proposals, women's CSOs (WCSOs) will be supported in order to contribute to the following specific objective:

**Enhancement of safety of women and girls in public spaces by advancing knowledge of WCSOs to implement WSATs in their local cities/municipalities and by increasing their capacity towards evidence-based and innovative practice in responding to VAGW in public domain.**

## 2. Description of required services/results

CSOs are expected to submit proposals that will address safety needs of the women and girls in public spaces in municipalities chosen by UN WOMEN and the project proposals should include development and implementation of one or more activities envisaged to increase safety of women and girls in public spaces in selected municipality. Ideally, activities should address safety issues identified through the implementation of the WSAT and should be in line with WSAT recommendations but could also encompass activities from the adopted Local Action Plan for Gender Equality (LAP GE), Local Action Plan for Security or Local Urban Development Plan. UN WOMEN has selected following municipalities to be part of this project: Kragujevac, Kruševac, Sombor, Novi Pazar and Niš.

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

- a) Develop and implement measures contributing to the improvement of safety of women and girls in public spaces. These may include, but not limited to, the following:
  - Develop methodology of citizen participation suitable to gather data on safety issues in public spaces for women and girls. Citizen participation methodology could include but is not limited to safety pin apps, interactive maps, focus groups, questionnaires etc.
  - Through citizen participation of women and girls gather local relevant data on safety issues in public spaces for women and girls.
  - Prepare local maps of safety risks and locations that women and girls face in public spaces for the concrete local community based on data gathered through citizen participation of women and girls.
  - Based on identified safety risks and location typology propose possible innovative solutions to the relevant stakeholders and wider public
- b) Strengthen capacity of relevant local authorities (local councils for gender equality, local councils for safety, urban planning department, transport sector, local police, and communal militia) through trainings/workshops on topics of violence against women and girls in public spaces including local relevant issues and possible solutions
- c) Conduct strong advocacy actions on issues of safety of women and girls in public spaces. These may include, but not limited to, the following:
  - Engage with the stakeholders to advocate for inclusion of gender perspective in planning of local development plans, local legislature, and other public policy important for safety of women and girls in public spaces.
  - Organize public hearings on local issues identified through citizens participation affecting the safety of woman and girls
  - Launch local awareness raising campaign in order to influence change in social norms around safety of women in public spaces
  - Organize educational events with girls and boys on issues of public safety of girls in child friendly manner.

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 from September 2022– August 2023, and their duration should range from a minimum of 9 months to a maximum of 11 months.

## 4. Competencies:

- a. Technical/functional competencies required
  - Proven experience in promoting gender equality, combating domestic and gender-based violence or antidiscrimination.
  - Proven experience in management of projects related to gender equality and/or combating domestic and gender-based violence.
  - Language: Serbian. Knowledge of English.

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

- Knowledge of rules and regulation on urban planning and/or citizen participation.
- Experience in field of gender sensitive public safety of women and girls.
- Knowledge on Serbian legal and institutional framework related to gender equality.
- Previous experience working with United Nations.

**d. Acceptance of the terms and conditions outlined in the template Partner Agreement**

- Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservation or objections thereto.
- Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
- UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

**Annex B-1**  
**Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects**  
**[To be completed by proponents and returned with their proposal]**

**Call for proposal**

**Description of Services: Support to Local Initiatives to Prevent and Improve Response to VAWG in Public Spaces**  
**CFP No. 2022-02 SWGS**

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 a 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. Are the services being requested 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 has currently or has been provided by the proponent.	Reference #1: Reference #2:
2. Is the proponent duly registered or does it have the legal basis/mandate as an organization? [Please attach a copy of the official registration here].	Yes/No
3. Has the proponent as an organization been in operation for at least five (5) years <sup>1</sup> ?	Yes/No
4. Does the proponent have a permanent office within the location area?	Yes/No
5. Can UN Women conduct 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
6. Fraud or other wrongdoing: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner been the subject of a finding of fraud or any other wrongdoing following an investigation conducted by UN Women, another United Nations entity or otherwise? OR ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner currently under investigation for fraud or any other wrongdoing by UN Women, another UN entity or otherwise?	Yes/No
7. Sexual exploitation and abuse: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner been the subject of any investigations and/or been charged for any misconduct related to sexual exploitation and abuse (SEA) <sup>2</sup> ? OR ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner currently under investigation for SEA by UN Women, another UN entity or otherwise?	Yes/No
8. Has the proponent or any of its employees or personnel 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 any other donor sanction list that may be available for use, as applicable?	Yes/No
9. Has the proponent read and accepted the standards set out in section 3 of ST/SGB/2003/13 “Special measures for protection from sexual exploitation and sexual abuse”?	Yes/No

<sup>1</sup> In exceptional circumstances, three (3) years of history registration may be accepted and it must be fully justified.

<sup>2</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 Implementing Partners.

10. Does the proponent acknowledge that SEA is strictly prohibited, and that UN Women will apply a policy of “zero tolerance” in respect to SEA of anyone including the proponent’s employees, agents, sub-partners and sub-contractors or any other persons engaged by the proponent to perform any services?	Yes/No
11. Has the proponent reviewed and taken note of UN Women Anti-Fraud Policy (Annex B-6)?	Yes/No

Please provide the following information:

1 Is the highest executive (e.g., Director, CEO, etc.) in the proponent organization a female?	Yes/No
2 What is the female to male ratio in the proponent’s board?	

**Acceptance of the terms and conditions outlined in the template Partner Agreement.**

- Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservations or objections thereto.
- Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
- UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

Requirements	Proponent’s response
Acceptance of the terms and conditions outlined in the template Partner Agreement.	Yes/No
Indicate any reservations or objections to the terms and conditions outlined in the template Partner Agreement.	

## Section 2

### **CFP No. 2022-02 SWGS**

#### **a. Instructions to Proponents**

##### **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, advancement of women's rights and combating domestic and gender-based violence, including in public domain, 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](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 proponent, 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. 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 evaluation of technical and financial proposals by UN Women is conducted in two phases (see section 11 below) and the mandatory requirements/pre-qualification criteria have been designed to ensure that, to the degree possible in the initial stages of the CFP selection process, only those proponents with sufficient experience, financial strength and stability, demonstrable technical knowledge, evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.
- 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 in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date for requests for clarification as outlined in **Section 2**.
- 5.2 Written copies of UN Women's responses to such inquiries (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.
- 5.3 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 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 may, at its discretion, extend the deadline for the submission of proposal.

## 7. Language of Proposals

- 7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women, 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 English translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

## 8. Submission of Proposals

- 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. 2022-02 SWGS – (name of proponent) – PROPOSAL**

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

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

- 8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time will 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 shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UN Women in the dedicated inbox on or before the prescribed CFP deadline.
- 8.4 **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, will be rejected.

## 9. Clarification of Proposals

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 reserves the right to reject any proposals submitted in a currency other than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (9) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for the purposes of 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 stated in proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal (as stated above).

## 11. Evaluation of Technical and Financial Proposals

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

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.

#### Suggested table for evaluating technical proposal

<b>1</b>	<b>Organizational capacity:</b> <ul style="list-style-type: none"> <li>- Organizational experience and proven track record on gender equality and/or combating gender-based violence or antidiscrimination in general</li> <li>- Proposed staffing (number and expertise) for the services to be delivered;</li> <li>- Relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors.</li> </ul>	<b>15 points</b>
<b>2</b>	<b>Relevance of the proposal:</b> <ul style="list-style-type: none"> <li>- Relevance and quality of the context analysis;</li> <li>- Relevance of the problem statement and identification of challenges to be addressed;</li> <li>- Clarity of the specific results expected through engagement;</li> <li>- The quality of proposed indicators, baselines and targets;</li> <li>- Pertinence of the expected results to the CfP section 1c. "Terms of Reference".</li> </ul>	<b>30 points</b>
<b>3</b>	<b>Implementation strategies and plan:</b> <ul style="list-style-type: none"> <li>- Relevance of the implementation strategies and innovative approaches;</li> <li>- Suitability of the proposed activities to achieve expected results and address the identified problem(s);</li> <li>- Feasibility of the sequence of all major activities and its timeframe;</li> <li>- Adequacy of identified risks and proposed mitigation measures.</li> </ul>	<b>25 points</b>
<b>TOTAL</b>		<b>70 points</b>

### 11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

Financial proposals will be evaluated (using **component 6**) 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 Proposals

- 12.1 Proponents are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at the proponent's own risk and may result in rejection of the proponent's proposal.
- 12.2 The proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that the proponent understands and confirms acceptance of UN Women's 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 one will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women 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 will be rejected unless permitted otherwise in the CFP document.
- 12.6 The proponent's proposal shall state the following and include all of the following labelled annexes:

**CFP submission** (on or before proposal due date): **23.30 (GMT+1) on 04 August 2022**

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 and Contractual Aspects
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 Personnel
Part of proposal	<b>Annex B-4</b> Capacity Assessment Minimum Documents

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 Proposals

- 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 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 of the agreement and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UN Women will promptly notify the unsuccessful proponents.
- 14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.
- 14.3 The award will be for an agreement with an original term of minimum 9 months to up to maximum of 11 months.

**Annex B-2**  
**Template for Proposal Submission**

**Call for proposal**

**Description of Services: Support to Local Initiatives to Prevent and Improve Response to VAWG in Public Spaces**  
**CFP No. 2022-02 SWGS**

<b>Mandatory Requirements/Pre-Qualification Criteria</b>
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Proponents are requested to complete this form (Annex B-2) and return it as part of their submission.

<b>Proponent's Eligibility Confirmation and Information</b>	<b>Proponent's Response</b>
1 What year was the organization established?	
2 In what province/state/country has the organization been established?	
3 Has the organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes/No
4 Has the organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes/No
5 Has the organization or any of its employees and personnel ever been: <ul style="list-style-type: none"> <li>a. suspended or debarred by any government, a UN agency or other international organization;</li> <li>b. placed on any relevant sanctions list including the - <a href="https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list">https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list</a>, United Nations Global Market Place Vendor ineligibility or any other Donor Sanction List; and/or</li> <li>c. been the subject of an adverse judgment or award?</li> </ul> If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Question 8 of the Mandatory Requirements/Pre-Qualification Criteria above and is grounds for immediate rejection.)	Confirm Yes/No
6 It is UN Women policy to require that proponents and their sub-contractors and sub-partners observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a proponent, a sub-contractor or a sub-partner to influence the selection process or contract execution for undue advantage is improper. The proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy ( <b>Annex B-6</b> ). The proponent must also confirm that the proponent and its sub-contractors and sub-partners have not engaged in any conduct contrary to that policy including in competing for this CFP.	Confirm Yes/No
7 Officials not to benefit: The proponent must confirm that no official of UN Women has received or will be offered any direct or indirect benefit arising from this CFP or any resulting contracts by the proponent or its sub-contractors or its sub-partners.	Confirm Yes/No
8 The proponent must confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UN Women.	Confirm Yes/No
9 The proponent must confirm that the proponent, its sub-partners or sub-contractors have not been associated, or involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this CFP.	Confirm Yes/No
10 UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women personnel or their immediate family are an owner, officer, partner or board member or in which the personnel or their immediate family has a financial interest in the organization. The proponent must confirm that no UN Women personnel or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent, or its sub-partners or its sub-contractors.	Confirm Yes/No

**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 proponent has the capacity and commitment to implement the proposed activities and produce results successfully. 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 Terms of Reference. 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)**

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will actually be done to produce the expected results in terms of activities. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, etc.

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

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

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

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

**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 and 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:

- 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; and
- 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, risk of sub-contractors or sub-partners not performing). Describe how such risks are to be mitigated.

In this section also include the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, the assumption that the relevant government’s environmental policy will remain stable) which are anticipated in planning the activity, and on which the feasibility of the activities depend.

Please attach a risk register to capture the above risk factors and risk mitigation measures.

**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 of activities. 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 they would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly the cost of monitoring and evaluation.
- The budget could include “support costs”, being those indirect costs that are incurred to operate the Responsible Party 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 Responsible Party 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.
- Depending on the results to be delivered, following suggestive thresholds could be followed for costs:
  - maximum for personnel related costs on a proposal - 20% of programming costs;
  - between 3-5% for audits (to be retained by UN Women for Responsible Party audits) (may change as per the annual audit cost);
  - 3% for monitoring and evaluation; and
  - up to 8% (or as per relevant donor agreement) – support costs including (utilities, rent etc.).

<b>Result 1 (e.g., Output)</b> Repeat this table for each result <sup>3</sup> .					
<b>Expenditure Category</b>	<b>Year 1 [RSD]</b>	<b>Year 2 (RSD)</b>	<b>Total [RSD]</b>	<b>Total (US\$)</b>	<b>Percentage Total</b>
1. Personnel					
2. Equipment/Materials					
3. Training/Seminars/Travel Workshops					
4. Contracts					
5. Other costs <sup>4</sup>					
6. Incidentals					
7. Other support requested					
8. Support costs (not to exceed 8% or the relevant donor percentage)					
<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 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 template Partner Agreement.

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

(Printed Name and Title)  
(Date)

<sup>3</sup> If the budget is for grant-making activities, add a field for grants. For grant-making, (i) only up to 50% of the Partner proposal amount may be used to fund grants, (ii) not more than 25% of the Partner Agreement value can be issued per individual grant.

<sup>4</sup> "Other costs" refers to any other costs that is not listed in the results-based budget. Please specify what they are in the footnote.

**Annex B-3**  
**Format of Resume for Proposed Personnel**

**Call for proposal**

**Description of Services: Support to Local Initiatives to Prevent and Improve Response to VAWG in Public Spaces**  
**CFP No. 2022-02 SWGS**

Name of personnel: \_\_\_\_\_

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

Years with CSO: \_\_\_\_\_ Nationality: \_\_\_\_\_

**Education/Qualifications:**

*Summarize college/university and other specialized education of personnel 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:*

- *For all positions held by personnel member since graduation: List each position and provide 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 proponents and assessed by the reviewer]**

**Call for proposal**

**Description of Services: Support to Local Initiatives to Prevent and Improve Response to VAWG in Public Spaces**  
**CFP No. 2022-02SWGS**

<b>Document</b>	<b>Mandatory / Optional</b>
<b>Governance, Management and Technical</b>	
Organization's legal registration documentation	Mandatory
Rules of governance of the organization	Mandatory
Organigram of the organization	Mandatory
List of key management at organization	Mandatory
CVs of key personnel of organization who are proposed for the engagement with UN Women	Mandatory
Details of organization's anti-fraud policy framework (which shall be consistent with UN Women's anti-fraud policy)	Mandatory
Details of organization's PSEA policy framework	Optional
Documentation evidencing training offered by organization to its employees and associated personnel on prevention and response to SEA.	Mandatory
Organization's policy and procedure documents in respect to grant-making (if grant-making activities are included in the UN Women Terms of Reference of the CFP)	Mandatory
Organization's policy and procedure for selecting partners (if sub-partner/s are going to be used)	Mandatory
<b>Administration and Finance</b>	
Administrative and financial rules of the organization	Mandatory
Details of the organization's internal control framework	Mandatory
Audited statements of the organization during last 3 years	Mandatory
List of banks with which organizational bank accounts are held	Mandatory
Name of external auditors of organization	Optional
<b>Procurement</b>	
Organization's 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.) used by organization	Mandatory
List of main suppliers/vendors of organization and copies of their contract(s) including evidence of their selection processes	Mandatory
<b>Client Relationship</b>	
List of main clients/donors of organization	Mandatory
Two references for organization	Mandatory
Past reports to clients/donors of organization for last 3 years	Mandatory

## Annex B-5

Please find template Partner Agreement (including its annexes) on the following link [UN Women template Partner Agreement](#)

**Annex B-6**

Please find UN Women Anti-Fraud Policy on the following link [UN Women Anti-Fraud Policy](#)