

**Annex B**  
**Call for Proposal (CFP) for Responsible Parties**  
**(For Civil Society Organizations- CSOs; for definition of CSOs, please see the below footnote)<sup>1</sup>**

**Section 1**

CFP No. UNW-HQ-EVA-CFP-2023-001

**a. CFP letter for Responsible Parties**

UN WOMEN plans to engage a (Responsible Party) as defined in accordance with these documents. UN WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN WOMEN Terms of Reference.

Proposals must be received by UN WOMEN at the address specified not later than **17:00 EST on 06 February 2023**.

**The budget range for this proposal should be USD45,000.**

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

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

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

**Program/Project:** Using Practice-Based Knowledge and Evidence on Transforming Patriarchal Masculinities to Prevent Violence Against Women and Girls

**Program official's name:** Practice-Based Knowledge on VAW prevention through male engagement

**Email:** [irene.atim@unwomen.org](mailto:irene.atim@unwomen.org)

**Telephone number:** +1 646 781 1234

**Issue date:** 19 January 2023

**Requests for clarifications due:** 25 January 2023, 17:00 EST (via e-mail)

**UN WOMEN clarifications to proponents due:** 27 January 2023, 17:00 EST

**Proposal due:** 06 February 2023, 17:00 EST

**Planned award date:** 20 February 2023

**Planned contract start-date:** 06 March 2023

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<sup>1</sup> CSO means non-State, not-for-profit, voluntary entities formed by people in the social sphere that are separate from the State and the market. CSOs represent a wide range of interests and ties. CSO includes but are not limited to community-based organizations (CBOs), nongovernmental organizations (NGOs), youth-led organizations, LGBTI organizations, faith-based organizations and Academic Institutions but the CSO definition does not include business or for-profit associations.

## c. UN Women Terms of Reference

### 1. Introduction

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

Working towards gender equality by addressing underlying root causes and building strategies to dismantle patriarchy have been fundamental principles of UN Women since its creation. UN Women's work on engaging men and boys for gender equality and elimination of violence against women and girls is anchored in the belief that achieving gender equality is about transforming unequal power relations between men and women. This involves challenging notions of masculinity, harmful masculine norms and practices, and traditional perceptions of manhood. UN Women focuses on dismantling systemic patriarchy with the view to achieving gender-equality; analyzing how patriarchy and male privilege is institutionalized affecting laws, policies, norms, organizations, and institutions. UN Women's work requires men and institutions to question power dynamics, to challenge masculinities at the personal, interpersonal, societal, and institutional levels, and to ensure that gender transformative work with men and boys pushes for political and policy change, in collaboration with and accountability to intersectional feminist movements. This work challenges institutional power hierarchies and patriarchal systems that normalize discrimination and create gender blindness/discrimination. In this regard, men need to be engaged as gender advocates and allies – taking actions and speaking out as active agents and stakeholders who can transform social norms, behaviors and gender stereotypes that perpetuate discrimination and inequality, and support concrete positive changes in the lives of women and girls and gender equality for all. One important area of work in the context of engaging men and boys and masculinities is around prevention of violence against women and girls. Perpetration of VAWG is deeply rooted in social and gendered norms, attitudes and beliefs which impact interpersonal relationships, family, community, and institutions. Collective and individual beliefs and norms around what it means to be a man or woman, gender roles and expectations, and attitudes condoning violence all contribute to male perpetration of violence against women and girls. Inequitable and discriminatory gender norms and stereotypes reinforce unequal power relations. Processes of male socialization look very different in different contexts. Constructions of patriarchal masculinity are shaped by unequal gender and social norms around manhood that sustain male dominance in the social, political, economic, public, and private spheres. Many factors associated with violence perpetration reflect influential narratives of masculinities that justify and celebrate toughness, heterosexual performance, men's control over women, and a capacity for violence.

The Action Coalition on Gender-Based Violence – under the umbrella of the Generation Equality Forum - is mobilizing governments, civil society, youth-led organizations, international organizations, philanthropies, and the private sector to deliver transformational progress towards the elimination and prevention of gender-based violence. One of the four concrete actions through which this is being done, is by scaling up evidence driven prevention programming; particularly by improving “context specific adaptation and scaled up coordinated, cross sectoral implementation of evidence-driven prevention strategies which address social and gender norms including harmful masculinities to end all forms of gender-based violence including harmful practices against women and girls in all their diversity.”

While there is emerging evidence indicating positive effects of gender transformative work with men and boys, a strong evidence base for this work is still lacking. There are many programs and projects among practitioners at grassroots levels, which are still not well documented and disseminated due to various capacity issues. Further, there are still serious gaps, for example in programming and action research with men and boys that goes beyond interpersonal issues, to tackle structural drivers. This calls for combining existing knowledge with emerging evidence on promising practices in transforming discriminatory norms, intergenerational and human development research, programs and advocacy efforts on men and masculinities work.

UN Women, together with its partners, is committed to generating, sharing, and applying practice-based knowledge, together with research-based evidence, on transforming masculinities and working with men and boys as agents of change in dismantling patriarchal systems. In this regard, UN Women seeks to engage a partner to harvest practice-based knowledge and evidence on transforming patriarchal masculinities to prevent violence against women and girls, to support the decolonization of knowledge and leadership, as well as challenge the existing knowledge hierarchy within the field.

#### b. General Overview of services required/results

The partner will be expected to collect evidence<sup>2</sup> on promising practices, facilitate flow of information and strengthen knowledge development of practitioners, i.e. being the “go-to” source on information about gender transformative approaches on working with men and boys in preventing VAWG.

For this the specific objectives include:

- Organising spaces to foster peer-to-peer learning and dialogues among practitioners and experts, as communities of practices, from the field across the world on the gender transformative efforts on prevention and ending of all forms of VAWG

<sup>2</sup> Evidence is referred to as including research as well as tacit knowledge. This includes promising practices and lessons learned which are consolidated and documented from the experiences and knowledge of practitioners and their activities in their specific contexts.

- Unpacking the concept of “practice-based knowledge and evidence” through a collective learning and sharing process with experts and practitioners;
- Consolidating practice-based knowledge and evidence on programming and policy interventions to transform patriarchal masculinities to prevent violence against women and girls in video and documentation formats;
- Developing a consolidated document that pulls together the evidences and trends in the field that can serve as guide and toolkit for programmers and advocacy efforts on preventing VAWG through transforming patriarchal masculinities; and
- Disseminating findings and results from the collective learning process, with focus on reaching out to and influence decision making fora and funding frameworks.

## 2. Description of required services/results

The partner institution will, with UN Women’s support:

- Develop a peer-to-peer learning and sharing process to generate practice-based knowledge and evidence on transforming patriarchal masculinities to prevent VAWG,;
- Organise peer-to-peer learning spaces and sessions to support and facilitate practitioners from across national and regional networks to come together to exchange knowledge, lessons learned, promising practices and engage in collective strategizing and actions on VAW prevention;
- Collate, synthesize and present existing evidence to provide promising solutions to the strategic questions around gender transformative approaches on engaging men and boys to prevent violence against women and girls;
- Disseminate the outcomes and knowledge in diverse and creative ways, with the aim to inspire and influence the actions of a broad range of key stakeholders at local, national and international levels;
- Support partnership building with relevant institutions and individuals for strengthening the evidence-base and theory (theorizing the change) of the work to transform masculinities and engage men and boys in preventing VAW;
- Foster relationship building to create communities of practice and encourage ongoing learning, sharing and support;
- Develop a consolidated document that can serve as guidance for programming and advocacy efforts on preventing VAWG through transforming patriarchal masculinities.

### Deliverables:

- A set series of regular peer-to-peer learning sessions with experts and practitioners to share lessons and impacts/results of the work they are doing around men and masculinities, including (but not limited to) programs, campaigns, advocacy, partnerships and movement building to prevent VAWG
- Video recordings and documentation of materials, collated and synthesized evidence on promising practices around engaging men and boys to prevent VAWG
- Accessible and inclusive virtual hub for knowledge dissemination
- Consolidated document that can serve as guidance for programming and advocacy efforts on preventing VAWG through transforming patriarchal masculinities

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

March-December 2023: Learning sessions, collection, synthesizing and dissemination of promising practices and lessons learned

Detailed timelines for specific deliverables will be developed and agreed upon between UN Women and the selected partner.

## 4. Competencies:

### a. Technical/functional competencies required

- Experience and technical expertise in the areas of gender equality, specifically on prevention of violence against women and working with men and boys on transforming harmful and patriarchal masculinities. This includes sound knowledge of how patriarchal masculinities maintain and deepen injustices and a track record of tackling root causes of VAW.
- Experience in conducting participatory, multi-stakeholder learning and knowledge exchange sessions on VAW prevention.
- Experience in generating, sharing, and applying practice-based knowledge, together with research-based evidence, on transforming masculinities and working with men and boys as agents of change in dismantling patriarchal systems.
- Experience and expertise working with diverse global, regional, and national partners on engaging men and boys to transform patriarchal masculinities.
- Experience in convening global and regional networks of practitioners working with men and boys.

- Existing organizational plan and institutional capacity (including human resources and funding) for transforming patriarchal masculinities and working with men and boys to end VAW, to ensure continuity and sustainability.
- b. Other competencies, which while not required, can be an asset for the performance of services**
- Existing partnerships with regional and national institutions (government, civil society, and/or academic) working on VAW prevention and transforming harmful masculinities.
- Commitment to provide technical support and/or form partnerships with other organizations to nurture capacity development on VAW prevention

Proposals will be reviewed under the following overarching criteria:

- The proposal is compliant with the call for proposal's requirement to ensure an even playing field among the competing partners.
- The organization mandate is relevant to the work to be undertaken in the TOR
- The proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully.

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

**Call for proposal**

**Description of Services:**

**CFP No. UNW-HQ-EVA-CFP-2023-001**

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years <sup>3</sup>	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6. Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7. Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) <sup>4</sup> .	Yes/No
1.8. Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

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

<sup>4</sup> [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

## Section 2

### CFP No. UNW-HQ-EVA-CFP-2023-001

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

##### 1. Introduction

- 1.1 UN WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Responsible Party.
- 1.2 UN Women is soliciting proposals from Civil Society Organizations (CSOs).
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UN WOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN WOMEN 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, by email at [irene.atim@unwomen.org](mailto:irene.atim@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

##### 2. Cost of proposal

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

##### 3. Eligibility

- 3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in **Annex B-1**. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

##### 4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy 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 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 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 outlined on section 2. Written copies of UN WOMEN 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 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 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, 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 B2-3) in one email, with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UN WOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent.

All proposals should be sent by email to the following secure email address: [irene.atim@unwomen.org](mailto:irene.atim@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 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 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, may be rejected.

## 9. Clarification of proposals

- 9.1 To assist in the examination, evaluation and comparison of proposals, UN WOMEN 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 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 US Dollars.
- 10.2 UN WOMEN reserves the right to reject any proposals submitted in another currency 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 (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)

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.

1	Proposal is compliant with the Call for Proposal (CFP) requirements <b>(B1)</b>	15 points
2	The Organization's mandate is relevant to the work to be undertaken in the TORs <b>(component 1)</b>	20 points
3	The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully <b>(components 2, 3 and 4)</b>	35 points
	<b>TOTAL</b>	70 points

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

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents' prices to that of the lowest evaluated cost.

Formula for computing points:  
Points = (A/B) Financial Points

Example: Proponent A's price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B's price is \$20.00. Proponent B receives (\$10.00/\$20.00) x 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 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 established requirements. Acceptance of such changes is at the sole discretion of UN WOMEN.
- 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):

As a minimum, proponents shall complete and return the below listed documents (Annexes to this CFP) **as an integral part of their proposal**. Proponents may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

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

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 reserves the right to conduct negotiations with the proponent regarding the contents of their proposal.
- 14.2 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 will promptly notify the unsuccessful proponents.
- 14.3 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.
- 14.4 The award will be for an agreement with an original term of two years with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN WOMEN.



## Annex B-2 Template for proposal submission

### Call for proposal

#### Description of Services:

CFP No. UNW-HQ-EVA-CFP-2023-001

#### **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 successfully implement the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

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

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

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined and will form an important part of the agreement between the proposing organization and 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 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 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:

- 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 based on feedback received
- 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 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 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.

### Result 1 (e.g. Output) Repeat this table for each result.

Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts				
5. Other costs <sup>5</sup>				
6. Incidentals				
7. Other support requested				
8. Support Cost (not to exceed 8% or the relevant donor %)				
<b>Total Cost for Result 1</b>				

I, (Name) \_\_\_\_\_ certify that I am (Position) \_\_\_\_\_ of (Name of Organization) \_\_\_\_\_; that by signing this Proposal for and on behalf of (Name of Organization) \_\_\_\_\_, I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

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

(Printed Name and Title)

(Date)

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<sup>5</sup> "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:**

**CFP No.** UNW-HQ-EVA-CFP-2023-001

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:

CFP No. UNW-HQ-EVA-CFP-2023-001

**Governance, Management and Technical**

<b>Document</b>	<b>Mandatory / Optional</b>
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of key management	Mandatory
CVs of key staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework which is consistent with UN women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin <a href="#">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

**Administration and Finance**

<b>Document</b>	<b>Mandatory / Optional</b>
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**

<b>Document</b>	<b>Mandatory / Optional</b>
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**

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