

**Call for Proposals (CFP)**  
**(For Budget less than \$250,000) for NGOs, Academic Institutions and Registered**  
**Community Based Organisations**

**UN Women Jordan Country Office Annual Workplan 2020**

**CFP No. CFP/JOR/2019/05**

**Section 1 – CFP letter**

UNWOMEN plans to engage Responsible Parties as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the email address specified below, citing CFP/JOR/2019/05 as the subject line, not later than **12:00 pm on 31 January 2020**.

This UNWOMEN Call for Proposals consists of four sections and a series of annexes that will be completed by proponents and returned with their proposal:

- CFP section 1: CFP letter (this document)
- CFP section 2: Proposal data sheet
- CFP section 3: Instructions to proponents
- CFP section 4: UNWOMEN Terms of Reference

**CFP forms to be returned (mandatory):**

- |         |   |
|---------|---|
| Annex A | Proposal/no proposal confirmation form            |
| Annex B | Mandatory requirements/pre-qualification criteria |
| Annex C | Template for proposal submission                  |
| Annex D | Format of resume for proposed staff               |
| Annex E | Capacity Assessment Document Checklist            |

Interested organizations may obtain further information by contacting this email address:  
[jordan.co@unwomen.org](mailto:jordan.co@unwomen.org)

## Call for Proposal (CFP)

CFP No. CFP/JOR/2019/05

### Section 2: Proposal data sheet

UN Women Jordan Country Office Annual Workplan 2020

Program official's name: **Resilience and Empowerment Unit**

Email: **[jordan.co@unwomen.org](mailto:jordan.co@unwomen.org)**

Telephone number: **+962 6 52-000-60**

Issue date: **17 December 2019**

Requests for clarifications due:

Date: **7 January 2020** (via: [jordan.co@unwomen.org](mailto:jordan.co@unwomen.org))

Time: **12:00 PM**

Meeting for bid inquiries and clarifications:

Date: **8 January 2020**

Time: **12:00 PM**

Address: **UN Women Country Office for Jordan**

**Um-Uthaina, Jeddah Street, Villa #6**

**Amman, Jordan**

**RSVP by 12:00 PM, 5 January 2020 to [jordan.co@unwomen.org](mailto:jordan.co@unwomen.org) if your organisation plans to attend the meeting**

UNWOMEN clarifications to organisations due (if applicable):

Date: **13 January 2020**

Time: **12:00 PM**

Proposal due:

Date: **31 January 2020**

Time: **12:00 PM**

Planned award date from: **1 April 2020 onwards**

Planned contract start date from: **15 April 2020 onwards**

## **Call for Proposal (CFP)**

**CFP No. CFP/JOR/2019/05**

### **Section 3: Instructions to proponents**

#### **1. Introduction**

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Responsible Party (Non-Governmental Organization, Community Based Organizations (CBOs) and Academic Organizations).
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4. 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.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this CFP, all communications must be directed only to UNWOMEN Jordan, by email at [Jordan.co@unwomen.org](mailto:Jordan.co@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

#### **2. Cost of proposal**

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**

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. See point 10 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. UNWOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

#### **4. Clarification of CFP documents**

A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

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.

#### **5. Amendments to CFP documents**

At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. All amendments will also be posted on the advertised source.

In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

#### **6. Language of proposal**

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English. 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.

#### **7. Submission of proposal**

- 7.1. Technical and financial proposals should be submitted as part of the template for proposal submission (Annex C) in one email with **CFP/JOR/2019/05** as the subject line, and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. Proposals submitted through any other means besides email, such as online transfer services, will not be accepted. 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:  
[Jordan.co@unwomen.org](mailto:Jordan.co@unwomen.org)

- 7.2. Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN after the due date and time may be rejected.

When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNWOMEN inbox. UNWOMEN shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UNWOMEN in the dedicated inbox on or before the prescribed CFP deadline.

- 7.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

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

## **8. Clarification of proposals**

To assist in the examination, evaluation and comparison of proposals, UNWOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNWOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNWOMEN Policy and Procedures.

## **9. Proposal currencies**

All prices shall be quoted in **JOD** and **USD**.

UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (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.

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.

## **10. Mandatory/pre-qualification criteria**

- 10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents

with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

- 10.2 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.

## 11. Evaluation of technical proposal

### 11.1.PHASE I – TECHNICAL PROPOSAL (100 points)

- 11.1.1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which maximum possible 100 points may be determined. Technical evaluators who are members of a Committee for Partners' Assessment (CPA) appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below.

Technical description and appropriateness/adequacy of approach	70 points
Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>proposed staffing (number and expertise) for the services to be delivered;</li> <li>organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required</li> <li>relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors</li> </ul>	10 points
Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation</li> <li>Overall governance/management structure of the proponent organization</li> </ul>	10 points
Financial and administrative management capacity: (See Capacity Assessment Checklist)	10 points
<b>TOTAL</b>	<b>100 points</b>

## **12. Preparation of proposal**

12.1. You are expected to examine all terms and instructions included in the CFP documents.

Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.

12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.

12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.

12.6 Proponent's proposal shall include all of the following labelled annexes:

### **CFP submission** (on or before proposal due date):

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	Mandatory Requirements/pre-qualification criteria ( <b>Annex B</b> hereto)
Part of proposal	Template for proposal submission ( <b>Annex C</b> )
Part of proposal	Resumes of proposed team members with prescribed information ( <b>Annex D</b> )
Part of proposal	Capacity Assessment Document Checklist ( <b>Annex E</b> )

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.

**Pre-submission:**

Proponents shall complete and return the Proposal/no proposal confirmation form by the submission deadline indicating whether they do or do not intend to submit a proposal.

Stand-alone document	Proposal/no proposal confirmation form ( <b>Annex A</b> hereto)
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### 13 Format and signing of proposal

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.

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 agreement. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.

14.3 The award will be for an agreement with an original term of One year with the option to renew under the same terms and conditions for an additional period or periods as indicated by



## Section 4: UN Women Terms of Reference

### 1. Introduction

UN Women Jordan Country Office engaged in extensive consultations during 2017 to develop a new strategic programme of support to the Government of Jordan for the period 2018-2022. This programme focuses on supporting Jordan's efforts to continue to respond to the humanitarian crisis in the region while strengthening its own resilience, stability and security. Framed within the global policy context of the 2030 Agenda and the Sustainable Development Goals (SDGs) and the central promise in Jordan's national planning documents to leave no one behind, in particular vulnerable women and youth, the programme clearly draws the links between women's empowerment, sustainable development and Jordan's security and stability.

UN Women's strategic programme applies a "resilience and empowerment" approach, designed to build the short and medium-term resilience of vulnerable refugee and Jordanian women, while also promoting the long term enabling environment for their empowerment. The programme will achieve this through three key areas of work: policy development and global norms; women's economic empowerment; and women's voices in peace, security and humanitarian action.

#### **Policy development and global norms**

Important advances for women's human rights have been made in Jordan in recent years. Amendments to the Social Security Act (2019) have enhanced protection for women, particularly small business owners; amendments to the Labour Law addressed workplace childcare facilities for children of working parents and equal pay for work of equal value; a Strategy to Promote Women's Political Participation in All Elected Bodies (2012) has been adopted; and there is a National Strategy to Combat Violence Against Women (2014). In addition, a landmark parliamentary decision in August 2017 adopted a package of amendments to the Penal Code which included the abrogation of Article 308, which had exonerated rapists if they married their victims.

Yet challenges remain. While out-performing most of its neighbours in the region in all global indexes, Jordan currently ranks 138 of 149 countries in the Global Gender Gap Index (2018), and serious gaps in implementation of international gender equality commitments remain such as the Constitution's lack of explicit prohibition of discrimination based on sex, the State's reservations on CEDAW Articles 9 (nationality rights) and 16 (rights in marriage) that have a negative impact on women's substantive enjoyment of their rights.

UN Women will promote policy development and implementation of global norms by supporting national stakeholders to review and revise legal frameworks; promote women's leadership and civic engagement; challenge harmful social norms and practices through community mobilization and action; and improve data collection and analysis on SDG gender related indicators and key policy issues.

#### **Women's Economic Empowerment**

Promoting economic growth is one of Jordan's key strategies to building resilience and maintaining security and stability. However, both the government and the international community have recognized that given Jordan's low female labour force participation rate (at 14 per cent one of the lowest globally, and lowest

of a country not in conflict) this economic growth will not happen if Jordan is not able to bring women into the economy as contributors towards GDP growth.

Despite high levels of education and achievement amongst women, major constraints remain on their productive participation in the economic sphere. Four main obstacles to women's economic empowerment include social norms related to gender roles and appropriate work; lack of affordable and quality childcare; lack of safe and reliable transport; and poor working conditions, including a lack of prevention and redressal services to sexual harassment in the workplace. A number of pieces of recent research have reaffirmed that both men and women in Jordan hold beliefs that it is inappropriate for women to work in mixed sex environments. Even among women and men who do believe that women should be able to work in any job they want; a large proportion still believe that the responsibility of the home remains with women regardless of them being engaged in productive work or not. Social norms on women's productive and reproductive roles are a major barrier to women seeking livelihood and employment opportunities.

Segregation of occupations by gender, due to social norms on "appropriate" employment sectors for women, results in young women choosing education paths tailored to public sector employment (for example education and health). If public sector employment opportunities are unavailable, educated women prefer to stay out of the labour force, for reasons linked to the obstacles mentioned above, such as social pressure from family and community and wage levels not justifying the costs of childcare and transportation. Less educated women, due to household economic imperatives, are more likely to accept low skilled and low paid employment in poor working conditions. These women are also more likely to experience exploitation and harassment in the workplace.

UN Women will address these challenges through a number of strategies: facilitate evidence-based policy dialogue on the impact of investments on barriers to women's employment for economic growth; support social mobilization and advocacy on key challenges to women's labour force participation, particularly harmful social norms; provide integrated policy advice and technical assistance to government on legislation, policies and strategies for women's improved access to income security and decent work; and support innovative partnerships and platforms with private sector, civil society and government for delivering trainings for women in non-traditional technical and vocational sectors, as well as building their entrepreneurship skills.

### **Women's voices in peace, security and humanitarian action**

As a country with two major conflicts on its borders; a large refugee population; increasing concerns related to violent extremism; low participation of women in the security sector; and limited policy dialogue on security issues, the women, peace and security (WPS) agenda is a key policy framework for supporting Jordan's security. Global evidence shows that the WPS agenda improves the operational effectiveness of responses to security concerns and ensures women's human rights issues in crisis contexts are addressed. Given the instrumentalization of gendered narratives by violent extremist groups who are placing the control and subjugation of women and girls at the heart of their agendas, the WPS agenda is also well placed to inform and lead a prevention of violence extremism response. UN Women will support the government to implement the commitments in the JONAP 1325 as well as to integrate a gender perspective in the prevention of violence extremism, gender responsive security sector reform, improve access to justice particularly for women and girl's victims of violence and building civil society initiatives for peace and security.

UN Women Jordan developed over the past years a unique model to respond to the urgent needs of Syrian refugee women and girls in camp settings in Jordan: the Oasis empowerment centers. Under the programme UN Women has built on the Oasis model and expanded it to host communities to provide support to Syrian refugee women as well as vulnerable Jordanian women. UN Women will also increase its technical and functional capacity on coordination support to humanitarian partners to ensure the wider Syria Crisis response by the international community.

In line with UN Women's approach to the humanitarian - resilience – sustainable development nexus, UN Women Jordan is implementing a unique model to respond to the urgent needs of vulnerable Syrian refugee and Jordanian women and girls in camp settings and host communities in Jordan. This model, the Oasis center provides services in a holistic manner designed to empower vulnerable women in their personal lives and household dynamics; improve their self-esteem and dignity; translate into sustainable job placements and income generation; reduce their experiences of violence; and engage them in their communities. The Oasis center provides three integrated lines of services to women meeting vulnerability criteria, both Syrian refugee and Jordanian: 1) supporting economic empowerment through cash for work opportunities, technical and vocational training, educational opportunities, entrepreneurship skills and job placement, 2) providing protection, prevention, referrals, and awareness-raising on gender based violence, and 3) encouraging leadership and participation through civic engagement opportunities.

## **2. Description of required services/results**

UN Women Jordan Country Office welcomes proposals for partnerships to achieve results under the following outcome/output areas:

**Outcome 1.1** Jordanian government and civil society assess progress on implementation of normative and policy frameworks on gender equality and the empowerment of women and girls.

**Output 1.1.1** Capacity of government, civil society, women leaders and gender equality advocates is strengthened to assess progress on implementation of normative and policy frameworks on gender equality and the empowerment of women and girls (for example trainings for national stakeholders and cross regional exchanges and south-south dialogues).

**Outcome 1.2** Evidence and norms on gender equality and empowerment of women and girls are promoted by government and civil society.

**Output 1.2.1** Multi stakeholder initiatives convened to promote gender equality and women's empowerment (for example, awareness raising and advocacy on harmful social norms and attitudes; social dialogue and mobilization).

**Output 1.2.2** National stakeholders generate relevant data and analysis on gender equality and empowerment of women and girls (for example, research, knowledge production and dissemination and use of gender statistics for policy and advocacy).

**Outcome 2.1** More policies promoting access to decent work and social protection for vulnerable Jordanian women are implemented.

**Output 2.1.1** Evidence based policy dialogue is facilitated on impact of investments on barriers to women's employment and participation in economic growth (for example, research, knowledge production and policy dialogues).

**Output 2.1.2** Capacity of government to adopt legislation, policies and strategies on women's access to income security and decent work strengthened.

**Output 2.1.3** Women's economic empowerment in the Arab States region is enhanced through gender-responsive policy frameworks (for example, convening policy dialogues and social mobilization for women's labour force participation)

**Outcome 2.2** Women participate in labour market through innovative partnerships and platforms with private sector, civil society and government.

**Output 2.2.1** Women's capacity and skills in terms of business development are strengthened to allow them to participate in the economy through innovative partnerships and platforms with private sector, civil society and government (for example, vocational and technical training, non-traditional employment sectors for women; private sector partnership platforms; business incubators for women; community led solutions to transport and childcare);

**Outcome 3.1** Jordanian government and stakeholders implement commitments on women, peace and security.

**Output 3.1.1** Jordanian government and stakeholders have capacity to implement JONAP 1325 (four pillars of the JONAP includes gender responsive security sector reform; prevention of violent extremism; gender responsive access to services, including justice sector services; and building a culture of peace and non-violence and gender equality).

**Outcome 3.2** More Syrian women refugees and vulnerable Jordanian women are better served by humanitarian action and resilience-building initiatives.

**Output 3.2.1** Women's access to resilience and empowerment initiatives, in context of protracted humanitarian crisis, is increased (for example, capacity on gender in humanitarian action; services for vulnerable refugee women and Jordanian women; civic engagement; social cohesion; engaging men for gender equality, social change towards empowerment, livelihoods and protection; providing educational opportunities).

Organizations applying to the Call for Proposals can submit proposals targeting only one or more outputs under the same outcome area listed above in a single proposal. Organizations can submit more than one proposal. More than one award may be granted per organization.

In all cases, budgets of the proposals (submitted in local currency) cannot exceed the maximum amount set for this call, USD 250,000.

### **Institutional Arrangement**

The selected organization(s) will sign a Project Cooperation Agreement (PCA) with UN Women. A competitive selection process will take place to identify the potential partners. The organization will be selected only if it has proven capacity to deliver the proposed outputs/activities. The organization's capacity will be assessed by UN Women as per UN Women's policy and procedures.

### **Reporting**

The selected partner will work closely with UN Women during programme implementation and will provide quarterly narrative and financial reports in line with UN Women guidelines and requirements.

3. **Timeframe:** 15 April 2020 – 30 November 2021 (MAX)

**4. Competencies:**

In the selection of partners, the following competencies will be considered:

- i. Soundness of technical competency described in the approach to the outcome/outputs as described in the Terms of Reference for the Call for Proposals.
- ii. Capacity to deliver expected results: governance and management competency, and financial and administrative competency.
- iii. Relevance of the mandate and the role of the organization to implement expected results and to contribute to the sustainability of said results.

**Annex A**

**Call for proposal**

**Description: UN Women Jordan Country Office Annual Workplan 2020**

**CFP No. CFP/JOR/2019/05**

**Proposal/no proposal confirmation form**

If after assessing this opportunity, you have made the determination not to submit your proposal we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNWOMEN

Email:

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject \_\_\_\_\_

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for

Proposal due to the reason(s) listed below:

- ( ) The requested products are not within our range of services
- ( ) We are unable to submit a competitive proposal for the requested services at the moment
- ( ) We cannot meet the requested terms of reference
- ( ) Your CFP is too complicated

- ☐ Insufficient time is allowed to prepare a proposal
- ☐ We cannot meet the delivery requirements
- ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- ☐ Other (please provide reasons)\_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ We would like to receive future CFPs for this type of services
- ☐ We don't want to receive CFPs for this type of services

If UNWOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms.\_\_\_\_\_, phone/email \_\_\_\_\_, who will be able to assist.

## Annex B

### Call for proposal

**Description of Services: UN Women Jordan Country Office Annual Workplan 2020**

**CFP No. CFP/JOR/2019/05**

### Mandatory requirements/pre-qualification criteria

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	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 placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

## Annex C

### Call for proposal

**Description of Services: UN Women Jordan Country Office Annual Workplan 2020**

**CFP No. CFP/JOR/2019/05**

### Template for proposal submission

#### **Mandatory requirements/pre-qualification criteria**

Proponents are requested to complete form Annex A and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

#### **Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)**

This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization

3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

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

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

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

#### **Component 3: Description of the Technical Approach and Activities (max 2.5 pages)**

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

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

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

#### **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, what are the tools that will be used, and by whom the tracking and monitoring will be conducted.
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received

- How the participation of community members in the monitoring and evaluation processes will be achieved

### **Communications Plan** (max. 1 page)

This section should contain an explanation of communication and outreach activities during the course of implementation, and the final products or deliverables to be submitted by completion. In line with programmatic interventions, the plan should identify clear communication objectives, target audiences, media channels and communication products to sustain the visibility of interventions and priority areas of advocacy. Key elements to be included are:

- Information on activities and outreach products linked to the technical approach, including events, impact stories, audio-visual products, news articles and press releases, social media and any other materials planned.
- Information on the indicative timeframe of communication activities, target audiences, media tools.
- In case of any budgetary implication, relevant costs must be included within the budget and mentioned in the communications plan.

### **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 only costs which directly 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 you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

<b>Result 1 (e.g. Output)</b> Repeat this table for each result.					
<b>Expenditure Category</b> (Examples given below, proposals could include other categories as relevant)	<b>Year 1 [Local currency]</b>	<b>Year 2 (If applicable) [Local currency]</b>	<b>Total, [local currency]</b>	<b>US\$</b>	<b>% Total</b>
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
5. Other costs <sup>1</sup>					
<b>Total Cost for</b>					

<sup>1</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: \_\_\_\_\_

<b>Result 1</b>					
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## **Annex D**

### **Call for proposal**

**Description of Services: UN Women Jordan Country Office Annual Workplan 2020**

**CFP No. CFP/JOR/2019/05**

### **Format of resume for proposed staff**

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

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

Years with NGO: \_\_\_\_\_ Nationality: \_\_\_\_\_

**Education/Qualifications:** (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees-professional qualifications obtained).

### **Employment Record/Experience**

(Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment).

### **References**

Provide names and addresses for two (2) references.

## Annex E

### Call for proposal

Description of Services: UN Women Jordan Country Office Annual Workplan 2020

CFP No. CFP/JOR/2019/05

### **Capacity Assessment Document Checklist** **For Potential Implementing Partners/Responsible Parties**

#### **Governance, Management and Technical**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
Legal registration	Mandatory	
Rules of Governance / Statutes 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	Mandatory	

#### **Administration and Finance**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
Administrative and Financial Rules of the organization	Mandatory	
Internal Control Framework	Mandatory	
Audited Statements of last 3 years	Mandatory	
List of Banks		
Name of External Auditors		

#### **Procurement**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
Procurement Manual	Mandatory	
Procurement Code of Conduct		
List of main suppliers / vendors		

#### **Client Relationship**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
List of main clients / donors	Mandatory	
Two references	Mandatory	
Past reports to clients / donors for last 3 years		