

Call for Proposal (CFP) Template for Responsible Parties (For Civil Society Organizations- CSOs)

Section 1

CFP No. CFP/PNG/2020-03-001

a. CFP letter for Responsible Parties

UNWOMEN plans to engage 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 UNWOMEN at the address specified not later than (time) **11:59PM PNG Time (GMT +10)** on (Date) **23rd March 2020**.

The budget range for this proposal should be PGK 150,000 – PGK 200,000.

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

Interested proponents may obtain further information by contacting this email address: procurement.png@unwomen.org

b. Proposal data sheet for Responsible Parties

Program/Project:
Safe and Prosperous Districts Programme, East Sepik Province, *“Linking Communities to Markets for Secure Livelihoods”*

Program official’s name: Brenda Andrias

Email:
brenda.andrias@unwomen.org and cc to procurement.png@unwomen.org

Telephone number: +675 321 9855/ 9852

Issue date: Tuesday 3rd March 2020

Requests for clarifications due:
Date: 14th March, 2020 Time: 17:00

(via e-mail)

UNWOMEN clarifications to proponents due:
Date: 16th March, 2020 Time: 17:00

Proposal due:
Date: 23rd March, 2020 Time: 11:59PM PNG Time

Planned award date:
Date: 10th April, 2020

Planned contract start-date/ delivery date (on or before):
17th April, 2020

c. UN Women Terms of Reference

1. Introduction

It is estimated that 85% of employment opportunities in PNG exist in the agriculture sector, providing significant opportunities for both women and men to participate in the country's economic growth. Markets are the major outlets where agricultural produce are exchanged for cash. Market are also the biggest business in town for many rural and semi-urban communities. Women tend to dominate markets because they are convenient and allow them to juggle their household responsibilities with income earning activities. However, the opportunities that markets provide to communities for raising income are undermined by social norms that restrict women's earning opportunities and control over income. For example, women are often absent from decision making within market management systems and this, along with gender based violence, diminishes the potential impact that markets could have on the ability for women to earn and control income and contribute to the economic development of Papua New Guinea.

UN Women recognises the impact of violence and gender inequality on women's economic empowerment and has designed a markets program that aims to address these issues in a wholistic and coherent manner. For 8 years UN Women has worked in Port Moresby to improve women's ability to earn and control income in safe and prosperous markets. UN Women has developed tools and resources that can be scaled out into other areas and contextualised to suit the local needs. Through the *Safe and Prosperous Districts (SPD) Programme* UN Women has expanded this work into East Sepik and Milne Bay Provinces and plans to expand further into other Provinces.

UN Women's work in markets comprises two components; the first aspect involves infrastructure, ensuring that it is gender responsive and caters for the needs of women, who are majority of those who use the space. The second component involves social programs to strengthen governance and market management as well equip market vendors with skills, tools and knowledge to enhance their economic potentials and increase their access and control over their income. The Programme builds on UN Women's experience in Port Moresby markets through its Safe City Programme.

The goal of the SPD Programme is to empower women to pursue entrepreneurial activities and improve their livelihoods in market environments that promote their safety and productivity. In order to achieve this, UN Women will be working closely with local authorities such as the Provincial Administration, Local Level Governments and any other market authorities to establish accountable governance and operations systems that enable markets to be managed effectively. UN Women will also work with local NGOs and vendors and other stakeholders to mentor, develop guidelines and provide training to support market vendors, Local Level Government, District Development Authorities and other duty holders on how to manage their markets, including financial accountability, provision for vendors' wellbeing, and appropriate regulation. This includes support in strengthening and establishing process and organizations that can effectively advocate for and protect vendor and women's rights for gender responsive services in district markets.

Ultimately the SPD Programme aims to improve women's ability to earn and control income in safe and economically vibrant markets. UN Women has developed a range of tools and learnings that will inform its programming in targeted districts. The SPD Programme is aligned with the UN Women PNG's Strategic Notes/ Annual Work Plan 2020 - Impact Area 2 Women's Economic Empowerment and aims to achieve the following outcomes:

- Outcome 1 – national, policies and district plans, legislation, policies, strategies, budgets and justice mechanism adopted and implemented to strengthen women's economic empowerment
- Outcome 2 – social-economic security of urban and rural women improved
- Outcome 3 – services are gender responsive and enhances women's economic opportunities and livelihoods

2. Description of required services/results

This Call for Proposals is to engage services of a non-government organization to partner with UN Women and its government partners to implement clusters of activities under the relevant outputs of the above three outcome 3. These activities are intended to enhance the civic awareness and voice of market vendors in engaging with market management to influence how markets are managed and operated and to build capacity of local governments to manage markets more effectively. UN Women requires services in East Sepik province with the focus on Wewak district.

The table below shows the three outcomes, outputs and specific activities that UN Women would like to partner with a local NGO to achieve. The table captures the indicative activities and **proponents are expected to propose and describe methodologies for implementing them.** Additional activities (if needed) can be proposed in the proposal that will contribute to each of the outcome/output areas and the expected results.

Expected results and indicative activities

UN Women Outcome/ Output/ Indicator	Expected Activity	Expected Milestones
Outcome 1: National, provincial and district plans, legislations, policies,	Support Duty Bearers to establish an accountable and inclusive governance and operational market management regime	Training(s) conducted for at least 50 duty bearers to increase their increased knowledge of gender

<p>strategies, budgets and justice mechanisms adopted and implemented to strengthen women's economic empowerment</p> <p>Output 1.1: Duty bearers capacity strengthened to develop and implement gender responsive policies, strategies, plans and budgets that improves women's access to economic opportunities</p> <p>Output Indicator 1.1: Number of duty bearers trained and supported to develop and implement gender responsive policies, plans etc. Baseline: 30 Target: 100</p>	<p>that includes women's voice (including introduction of improved processes and appropriate technology, e.g fee payment system)</p> <p>The selected partner is expected to conduct and support UN Women in capacity building activities for local duty bearers in the following areas:</p> <ul style="list-style-type: none"> • Gender and Human Rights • The Informal Economy and National Voice Strategy • PNG SME Policy • Government roles and responsibilities particularly around social protections measures and building local economies <p><i>(Note: trainings should include at least 1 duty bearer from Yangoru/Saussia and 1 from Maprik, costs for accommodation and incidentals should be included in the financial proposal)</i></p>	<p>responsive policies and practices, including the benefits of including women and youth in market governance and operations processes.</p>
UN Women Outcome/ Output/ Indicator	Expected Activity	Expected Milestones
<p>Outcome 2: Socio-economic security of urban and rural women improved</p> <p>Output 2.1: Women entrepreneurs and farmers are empowered to pursue economic opportunities and have greater control over their income</p> <p>Output Indicator 2.1: Number of women entrepreneurs and farmers who have reported increased access and control over their income. Baseline: 0 Target: 500</p>	<p>Build the capacity of market vendors to manage their finances, build their business and have greater control over their income</p> <p>The selected partner is expected to implement training and capacity building activities for markets vendors (80% of which should be women) in the following:</p> <ul style="list-style-type: none"> • The Informal Economy and National Voice Strategy • Leadership and Communication (public speaking) • Human Rights and Constitutional Rights in PNG with specific reference to Gender-Based Violence • Financial Literacy and Savings Skills • Family business management and budgeting • How to build a business <p>In consultation with UN Women during the implementation, the selected partner is also required to provide mentoring support (including bus fares, catering and other associated arrangements for organizing campaign activities as appropriate) to UN Women Sanap Wantaim Behaviour Change Campaign team. The expected campaign activities are expected to be delivered quarterly as follows:</p> <ul style="list-style-type: none"> • Six 2-day awareness sessions in schools for min 10 youth advocates, • Six 1-day awareness sessions in communities for min 10 youth advocates and 50 community members, • 3 awareness sessions on radio, • 1 public event involving 20 youths at least, and • 3 monthly meetings for 20 youth 	<p>Capacity and awareness building activities are delivered for at least 100 women vendors to increase their confidence to access to financial services and credit that helps them grow their business.</p> <p>Sanap Wantaim Youth Advocates are provided with mentoring and associated support to enable effective rollout of the UN Women Sanap Wantaim behavior change campaign in targeted communities.</p>

	advocates to mentor and plan the activities with UN Women support.	
UN Women Outcome/ Output/ Indicator	Expected Activity	Expected Milestones
<p>Outcome 3: Services are gender responsive and enhances women's economic opportunities and livelihoods</p> <p>Output 3.1: Market facilities, electricity services are gender responsive, accessible, resilient to disaster risk and climate change, safe, comfortable and affordable for women in the pursuit of their livelihoods</p> <p>Output Indicator 3.1: Number of women who are able to access market and electricity services safely and in an affordable manner Baseline: 0 Target: 500</p>	<ol style="list-style-type: none"> 1. Support the establishment of processes and organisations that can effectively advocate for and protect vendors and women's rights for gender responsive services 2. Work with duty bearers, market vendors, men and boys and other key stakeholders to reduce violent or intimidating behaviour that limit women's equal participation in economic, social and political sphere within the districts <p>Specifically, the selected partner is expected to:</p> <ul style="list-style-type: none"> • Support the establishment of Market Vendors Association for urban and rural vendors. • Run capacity building workshops on steps for setting up Vendor's Association and provide ongoing mentoring and technical support to the Associations. • Work with the Markets Vendors Association to develop relevant policies and plans and policies for the Association. • Provide ongoing mentoring and technical support to market vendor association 	<p>With the technical support provided, two Market Vendors' Associations are established and able to advocate women's equal participation and rights.</p> <p>After training(s) and ongoing support, 20 market vendor association executives are capacitated to advocate for their rights and participate in the market management.</p>

Target Groups

The implementation will involve both duty bearers and rights holders.

Duty bearers: Government institutions responsible for implementing and engaging the public on social protection, inclusive and sustainable economic growth, social cohesion, youth, women and advocacy. A minimum of 50 duty bearers need to participate in each capacity building activity. Details on trainings are shown in the table above under **Outcome 1**.

Rights holders: Women. SPD targets support to this group in relation to supporting and facilitating their active economic participation and control over their income. The proposal should include a minimum of 100 market vendors and 20 market vendors executives in various activities, where relevant. Market Vendors should be reached through awareness and information sessions and trainings where appropriate. Details on expected trainings and awareness sessions are shown in the table above under **Outcome 2**.

Both groups of duty bearers and rights holders should also be captured/ reached under **Outcome 3**.

Site of delivery

The SPD activities will be implemented in Wewak, East Sepik Province, however, must also include duty bearers from Yangoru and Maprik in capacity building activities for local authorities. In conclusion, the target groups will come from the three districts in East Sepik province: Wewak, Yangoru/Saussia and Maprik, while the location of project implementation is in Wewak.

The selected organization must consider how they will engage and support participants who are based in these districts to actively participate in SPD activities held at Wewak. Financial proposal shown include accommodation and allowance for at least 1 duty bearer from each district (Yangoru/Saussia and Maprik) involved in market management and operations.

Monitoring and Reporting

The Responsible Party will be guided by the SPD Monitoring and Evaluation Framework and expected to contribute information to the overall programme quarterly reporting. The proponent is expected to do ongoing monitoring and develop relevant tools

for data collection against the relevant indicators as per the above table. Additional indicators can be proposed, where possible and appropriate, to help capture the expected results or achievements.

Communication and Reporting Obligations

The selected organisation(s) is expected to ensure that reporting, analysis and recommendations are evidence-based, and assist UN Women to identify promising practices to engage and support women, youth and persons with disabilities to participate in economic activities in the community, district and provincial level. The selected organisation(s) will work closely with the SPD Programme Specialist and UN Women Programme team during project implementation and provide **regular quarterly reports** including quarterly financial reports in line with UN Women requirements.

Support to Responsible Party

To achieve expected results, the Partner Organization(s) will receive a comprehensive induction on the Safe and Prosperous Districts Programme, and ongoing guidance and support from the Programme Specialist and relevant UN Women personnel.

Eligibility Criteria

The eligible applicant must be a locally registered non-governmental organization with a minimum of five years experience.

Institutional Arrangement

The selected organisation(s) will sign a Project Cooperation Agreement (PCA) with UN Women. A thorough selection process will take place to identify the potential partner/s. The selection process will be based on proven capacity to deliver the proposed outputs/activities by the selected organisation/s. The organisation's capacity will be assessed by UN Women before awarding of the contract.

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

The Project will commence upon signature of partnership with the selected organization (s) for the duration up to 12 months.

4. Competencies:

Applicants will be expected to address the following criteria, in addition to criteria listed in the Technical Proposal Assessment and Capacity Assessment Checklist):

- Track record working with women in the context of women's economic empowerment, women's leadership and capacity building for local and district governments
- Experience implementing awareness raising programmes at community and village level
- Local experience working in the Sepik region with local NGO and other civil society partners, with demonstrated knowledge of subnational government governance structures and functions
- Track record ensuring that implementation of programme design is practical, feasible and effective
- Previous working experience with United Nations is highly desirable but not mandatory

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

Call for proposal

Description of Services: Safe and Prosperous Districts Programme: “Linking Communities to Markets for Secure Livelihoods”

CFP No. CFP/PNG/2020-03-001

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 ¹	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) ² .	
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

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

² [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. CFP/PNG/2020-03-001

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). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UNWOMEN 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, 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.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at procurement.png@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 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 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 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.
- 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 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.
- 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, 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. 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, UNWOMEN 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 UNWOMEN, 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, UNWOMEN 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: procurement.png@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 UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN 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 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.
- 8.4 **Late proposals:** Any proposals received by UNWOMEN 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, 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.

10. Proposal currencies

- 10.1 All prices shall be quoted in (local currency) **Papua New Guinea Kina (PGK)**
- 10.2 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.
- 10.3 Regardless of the currency of proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal above.

11. Evaluation of technical and financial proposal

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

11.1.1 Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN 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	15 points
2	The Organization's mandate is relevant to the work to be undertaken in the TORs (component 1)	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 (components 2, 3 and 4)	35 points
	TOTAL	70 points

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

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

Formula for computing points:

Points = (A/B) Financial Points

Example: Proponent A's price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B's price is \$20.00. Proponent B receives $(\$10.00/\$20.00) \times 30$ points = 15 points

12. Preparation of proposal

- 12.1 You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.
- 12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of 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	Annex 1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex 2 Template for proposal submission
Part of proposal	Annex 3 Format of resume for proposed staff
Part of proposal	Annex 4 Capacity Assessment minimum Documents

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

13. Format and signing of proposal

13.1 The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

13.2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.

14. Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. 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 **12 months** with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex 2 Template for proposal submission

Call for proposal

Description of Services: Safe and Prosperous Districts Programme: “*Linking Communities to Markets for Secure Livelihoods*”

CFP No. CFP/PNG/2020-03-001

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form (**Annex 2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex 1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. UN WOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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

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

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

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

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

Component 5: Risks to Successful Implementation (1 page)

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

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

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

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

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
- The budget could include "Support Costs": those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
- "Support Cost Rate" means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 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 ³				
6. Incidentals				
7. Other support requested				
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

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

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

_____ (Seal)

(Signature)

(Printed Name and Title)

(Date)

³ "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 3
Format of resume for proposed staff

Call for proposal

Description of Services: Safe and Prosperous Districts Programme: “*Linking Communities to Markets for Secure Livelihoods*”

CFP No. CFP/PNG/2020-03-001

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 4
Capacity Assessment minimum Documents
(to be submitted by potential Responsible Parties and submission assessed by the reviewer)

Call for proposal

Description of Services: Safe and Prosperous Districts Programme: “Linking Communities to Markets for Secure Livelihoods”

CFP No. CFP/PNG/2020-03-001

Governance, Management and Technical

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

Administration and Finance

Document	Mandatory / Optional
Administrative and Financial Rules of the organization	Mandatory
Internal Control Framework	Mandatory
Audited Statements of last 3 years	Mandatory
List of Banks	Mandatory
Name of External Auditors	

Procurement

Document	Mandatory / Optional
Procurement Policy/Manual	Mandatory
Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (FRQ), Request for Proposal (RFP) etc.	Mandatory
List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes	

Client Relationship

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