

Call for Proposal (CFP) for Responsible Parties (for Civil Society Organisations – CSOs)

Section 1

Title: To capacitate CSOs to monitor and lobby the implementation of CRPD, in the context of national and international commitments to gender equality and women's empowerment

CFP No. GEO30Other519

a. CFP letter for Responsible Parties

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to engage CSO(s) as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.

Proposals must be received by UN Women at the address specified not later than April 23, 2020, 6:00 PM Tbilisi Time.

The maximum budget for this proposal should be from USD 70,000 to USD 80,000 equivalent in GEL.

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 B-1 Mandatory requirements/pre-qualification criteria</p> <p><u>Section 2</u></p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex B-2 Template for proposal submission</p> <p>Annex B-3 Format of resume for proposed staff</p> <p>Annex B-4 Capacity Assessment minimum Documents</p>	<p>Annex B-1 Mandatory requirements/pre-qualification criteria</p> <p>Annex B-2 Template for proposal submission</p> <p>Annex B-3 Format of resume for proposed staff</p> <p>Annex B-4 Capacity Assessment minimum Documents</p>

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

b. Proposal data sheet for Responsible Parties

Program/Project: UN Joint Programme Transforming Social Protection for Persons with Disabilities in Georgia

Program official's name: Tamar Vashakidze

Email: geo.clarifications@unwomen.org

Telephone number: +995 32 2 22 08 70

Issue date: 19 March 2020

Requests for clarifications due:

Date: 13 April, 2020 **Time:** 6:00 PM Tbilisi Time

(via e-mail) geo.clarifications@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 17 April, 2020 **Time:** 6:00 PM Tbilisi Time

Proposal due:

Date: 23 April, 2020 **Time:** 6:00 PM Tbilisi Time

Planned award date:

15 May, 2020

Planned contract start-date / delivery date (on or before):

01 June, 2020

Introduction

a. Background/Context for Required services/results

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women in Georgia supports state and non-state partners towards the achievement of substantive gender equality in Georgia. In line with international and national commitments, UN Women works on the levels of policies and legislation, institutions and grassroots, in order to achieve transformative results for increased gender equality and greater protection of the rights of women and girls. To deliver on *leave no one behind* (LNOB) – the central and transformative promise of the 2030 Agenda for Sustainable Development, UN Women pays special attention to inclusion and participation of marginalized groups or women and/ or women and girls at risk of social exclusion. Guided by the UN Women global Strategy “The Empowerment of Women and Girls with Disabilities: Towards Full and Effective Participation and Gender Equality”¹ UN Women supports national partners to implement their commitments to women and girls with disability under CEDAW, BPfA, UPR, CRPD, 2030 Agenda (SDGs) and other relevant human rights and gender equality and women empowerment (GEWE) normative frameworks.

The disability prevalence rate among women worldwide is 19.2% compared to 12% of males.² Women and girls with disabilities face systemic marginalization, attitudinal and environmental barriers, barriers to access education, health care, including sexual and reproductive health, information and service, justice, civic and political participation; they face lower economic and social status; are exposed to the increased risk of violence, including sexual violence; discrimination as well as harmful gender-based discriminatory practices, etc. Furthermore, global estimates indicate that 57% to 81% of all caregivers of people with disabilities are women, adding another gendered dimension to the issue of disability.

Article 6 of the United Nations Convention on the Rights of Persons with Disabilities (CRPD) underlines that women and girls with disabilities face multiple and intersecting forms of discrimination. The 2017 report of the UN Secretary General on *the situation of women and girls with disabilities and the status of the Convention on the Rights of Persons with Disabilities and the Optional Protocol thereto* further identifies areas and rights where discrimination of disabled women and girls is especially pertinent: inclusion and accessibility; education; decent work, employment and social protection; right to sexual and reproductive health; violence against women and girls with disabilities and data and statistics.³ The report further calls member states to pay increased attention to policymaking as well as to data collection, analysis and reporting on the situation of disabled women and girls, also to strengthening their networks and them having access to information about their rights.

¹ UN Women, *The Empowerment of Women and Girls with Disabilities: Towards Full and Effective Participation and Gender Equality*. 2018. Available at: <http://georgia.unwomen.org/en/news/stories/2017/09/georgian-language-has-no-sex-prejudice>

² WHO and World Bank Group (WBG), *World Report on Disability* 28 (2011)

³ A/72/227, *Situation of women and girls with disabilities and the Status of the Convention on the Rights of Persons with Disabilities and the Optional Protocol thereto*, available on-line at: http://www.un.org/disabilities/documents/gadocs/A_72_227.doc

Georgia ratified CRPD in 2014. Additionally, Georgia is a State Party to a number of universal and regional human rights treaties and global action plans that directly or implicitly call for the inclusion of all persons with disabilities (PwDs) and empowerment of all women and girls with disabilities. Examples of these include the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)⁴, the Beijing Declaration and Platform for Action⁵, and the 2030 Agenda for Sustainable Development.⁶ Pursuant to Georgia's international commitments in the area, the Constitution of Georgia, the Law of Georgia on Elimination of All Forms of Discrimination and the Law of Georgia on Gender Equality guarantee equality before the law and non-discrimination. Other national policy frameworks on gender and disability include the National Strategy for the Protection of Human Rights (NSPHR) 2014-2020 and its corresponding action plans, which inter alia, include separate chapters on a) gender equality and b) disability. Unfortunately, NSPHR and the National Action Plan (NAP) for NSPHR 2018-2020 along with other gender stand-alone frameworks such as the National Action Plans on VAW/DV and UNSCR1325 do not explicitly capture special needs and interests of women and girls with disabilities effectively falling short of including CRPD, CEDAW and BPfA commitments on the rights of women and girls with disabilities. The Thematic Inquiry on Accessibility of Healthcare Services for Women and Girls with Disabilities undertaken by the Parliament of Georgia in 2019 has found that the issues affecting women and girls with disabilities are not taken into account during development of State programs and planning of the budget⁷.

There is no nationally representative data available on the prevalence of disability among women and girls and/or impact of gender on caregiving for disabilities in Georgia. The only available data on PwDs derives from administrative sources enlisting recipients of disability pension, which significantly underestimates the number of people experiencing various forms of disability: Approximately, 125,898 PwDs (of which 49,916 women and 10,969 children) are registered as recipients of disability pension in 2019. This constitutes about 3% of the total population of Georgia which is well below the WHO global prevalence estimates. The lack of data makes it impossible to discern the real extent of disability in Georgia and accordingly, the specific needs of PwDs and their families. While specialized studies on women and girls with disabilities and relevant data remains scarce, the UN Women/GEOSTAT National Study on Violence against Women in Georgia 2017 documents that women and girls with disabilities in Georgia experience multiple discrimination due to intersections of gender and disability, including violence from family members⁸.

b. General Overview of services required/results

To support the Government of Georgia in strengthening protection of rights of men, women, girls and boys with disabilities, in January 2020 six UN agencies (UNICEF, UNDP, OHCHR, UNFPA, UN Women, WHO) launched a two-year joint initiative "Transforming Social Protection for Persons with Disabilities in Georgia". The joint program (JP) is supported by the Joint SDG Fund and aims to address one of the largest gaps in Georgia's social protection system in order to transform the situation of PwDs in the country. The overall strategy of the JP is to address one of the key factors

⁴ While CEDAW does not explicitly refer to women and girls with disabilities, the General Recommendation of the Committee on the Elimination of Discrimination of Women No. 18 (a) notes that women with disabilities are doubly marginalized and recognizes the scarcity of data, and (b) calls on States parties to provide this information in their periodic reports and ensure the participation of women and girls with disabilities in all areas of social and cultural life.

⁵ The Beijing Declaration and Platform for Action, identifies specific actions to ensure the empowerment of women and girls with disabilities in various areas, bringing disability inclusion into the general efforts to address the multiple barriers to empowerment and advancement faced by women and girls.

⁶ The 2030 Agenda has a standalone goal on gender equality and the empowerment of all women and girls and includes persons with disabilities in the SDGs related to poverty, hunger education, washing, sanitation and hygiene (WASH), economic growth and employment, inequality, accessibility of human settlements, climate change, and data, monitoring and accountability.

⁷ Parliament of Georgia, Report of the Thematic Inquiry on Accessibility of Healthcare Services for Women and Girls with Disabilities, 2020. Available at: http://parliament.ge/ge/ajax/downloadFile/133126/Thematic_Inquiry_report_ENG

⁸ UN Women/GEOSTAT, National Study on Violence against Women in Georgia, 2017. Available at: <https://georgia.unwomen.org/en/digital-library/publications/2018/03/national-study-on-violence-against-women-in-georgia-2017>

leading to social exclusion of people with disabilities in the society, i.e. the societal and institutional approach to people with disabilities, which considers disability as individual deficiency. The JP will address data, legal and institutional frameworks on disability while simultaneously increasing societal awareness and stimulating change of social norms, providing support for empowering organizations of people with disabilities as important change agents.

Within the framework of the JP Women will mobilize and capacitate CSOs to effectively monitor and lobby for the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) in the context of national and international commitments to gender equality and women's empowerment based on a reliable data, thus contributing to the achievement of SDG target 5.1. – end all forms of discrimination against all women and girls everywhere.

CSOs with expertise and proven experience in working on the rights of women and girls with disabilities are invited to submit proposals, individually or jointly with other CSOs, to design and implement an action that will respond to the following objective – **to capacitate CSOs to monitor and lobby the implementation of CRPD, in the context of national and international commitments to gender equality and women's empowerment** (CEDAW, BPfA, UPR, CSW Agreed Conclusions).

Description of Services/Results

UN Women is seeking to engage a CSO or a coalition of CSOs which will contribute to the achievement of following result – to capacitate CSOs to monitor and lobby for the implementation of CRPD, in the context of national and international commitments to gender equality and women's empowerment (CEDAW, BPfA, UPR, CSW Agreed Conclusions).

The selected responsible party is expected to deliver on the following objectives:

- To mobilize a network of women's organizations and disabled persons' organizations (DPOs) to effectively lobby for the implementation of CRPD, especially in the context of international and national commitments to gender equality and women's empowerment.
- To strengthen capacity of women's CSOs and PDOs on the rights of women and girls with disabilities with focus on intersectionality of gender and disability discrimination and linkages between SDGs, CRPD and Georgia's international and national commitments on GEWE.
- To strengthen capacity of women's CSOs and PDOs on research methods with a special focus on qualitative research methods and gender statistics and data on PwDs;
- To conduct assessment of implementation of GEWE commitments under CRPD aligned with SDGs, CEDAW and BPfA in Georgia.

The selected responsible party is expected to produce the following deliverables:

Deliverable 1: A network of CSOs – including CSOs and DPOs established DPOs to effectively lobby for the implementation of CRPD, especially in the context of international and national commitments to gender equality and women's empowerment. The network shall include at least 30 CSOs including region based CSOs and shall meet on regular basis.

Deliverable 2: Capacity development needs of the network members assessed, and a capacity development plan developed. The plan should outline a list of trainings and workshops to be

conducted during the first phase of the project in order to capacitate CSOs to effectively monitor and lobby for the implementation of CRPD in the context of gender equality.

Deliverable 3: A series of trainings and workshops on gender equality and disability issues provided to the network as per the capacity development plan. The trainings should be based on the needs of the network member SCOs and should also cover: CRPD, SDGs, CEDAW and BPfA principles and should focus on interlinkages between SDGs, CRPD and Georgia's national and international commitments to gender equality as well as on intersection between gender discrimination and disability.

Deliverable 4: A series of trainings and workshops on qualitative research methods and data analysis conducted for CSOs.

Deliverable 5: Joint CSO report on gender and disability in Georgia that critically assesses the implementation of gender commitments under CRPD aligned with SDGs, CEDAW and BPfA developed, published and disseminated to a wide range of stakeholders including government, development partners, CSOs and media.

To achieve the expected results, the applicant SCO or coalition of CSOs will receive technical guidance and support from UN Women.

Timeframe

Timeframe: June 01,2020 - August 31,2021

Competencies

Requirements for the lead applicant Civil Society Organization (CSO)

- An officially registered legal entity/CSO as per Georgian regulations.
- At least 5 years of proven experience and results in working on issues related to gender equality and women's empowerment
- At least 3 year of proved experienced and results in working on issues related to the rights of women and girls with disability.
- Specialized knowledge of gender equality, gender discrimination and disability issues.
- General organizational capacity (minimum staffing and structure of the organization) which is likely to affect the implementation: organization can demonstrate that it has already developed and implemented similar projects.
- Experience in working in the regions of Georgia will be an asset.
- Previous working experience with development agencies and/or the United Nations will be an asset.

Requirements for the co-applicant(s) Civil Society Organization(s) (CSO)

- An officially registered legal entity/CSO as per Georgian regulations.
- At least 3 years of proven experience and results in working on issues related with gender equality and/or disability.

- General organizational capacity (minimum staffing and structure of the organization) which is likely to affect the implementation: organization can demonstrate that it has already developed and implemented similar projects.
- Experience in working in the regions of Georgia will be an asset.

Qualified coordinator (team leader) with:

- At least Master's Degree in Gender Studies, Sociology, Law or related field.
- At least 5 years' experience in designing and implementing donor funded projects in the field of human rights/social development.
- At least 5 years' experience in working with multi-stakeholders: government, civil society and community-based organizations.
- Sound understanding of gender equality in the context of disability in Georgia.
- Sound understanding of CRPD, SDGs, CEDAW, BPfA and other gender equality commitments.
- Language qualifications: Fluency in Georgian and English.
- Familiarity with results-based management and human rights-based programming will be an asset.
- Previous professional experience with development agencies and/or the United Nations will be an asset.
- Knowledge of quantitative and qualitative research methods and data analysis will be an asset.

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

Call for proposal
Description of Services:
CFP No. GEO30Other519

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 ⁹	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) ¹⁰ .	
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

⁹ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

¹⁰ [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. GEO300ther519

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 geo.clarifications@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

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

3. Eligibility

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

4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy 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.

1. 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.

2. 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:

geo.procurement@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 GEL

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

13. 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 [number of months/year(s)]with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex B-2

Template for proposal submission

Call for proposal
Description of Services:
CFP No. GEO30Other519

Mandatory requirements/pre-qualification criteria

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

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

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

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

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 ¹¹				
6. Incidentals				
7. Other support requested		..		
8. Support Cost (not to exceed 8% or the relevant donor %)				
Total Cost for Result 1				

¹¹ “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

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

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

(Signature) (Seal)

(Printed Name and Title)

(Date)

Annex B-3
Format of resume for proposed staff

Call for proposal
Description of Services:
CFP No. GEO30Other519

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex B-4

Capacity Assessment minimum Documents

(to be submitted by potential Responsible Parties and submission assessed by the reviewer)

Call for proposal
Description of Services:
CFP No. GEO300Other519

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	