

Call for Proposals (CFP)

CFP No. **(LEAP UG 2018/001)**

Section 1 – CFP letter

UNWOMEN plans to engage an (Implementing Partner/Responsible Party) as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than 17:30 (EAT), on 18th June 2018.

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

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

CFP forms to be returned (mandatory):

- | | |
|------------|---|
| Annex B1-1 | Proposal/no proposal confirmation form |
| Annex B1-2 | Mandatory requirements/pre-qualification criteria |
| Annex B1-3 | Technical proposal submission form |
| Annex B1-4 | Financial proposal submission form |
| Annex B1-5 | Resumes of proposed team members |
| Annex B1-6 | Capacity Assessment Checklist |

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

Call for Proposal (CFP)

CFP No. (LEAP UG 2018/001)

Section 2: Proposal data sheet

Program/Project: Women's Leadership, Empowerment, Access and Protection (LEAP) in Uganda's South Sudanese Refugee Crisis

Program official's name: Yusrah Nagujja

Email: yusrah.nagujja@unwomen.org

Telephone number: +256 772147536

Issue date: 17th May 2018

Requests for clarifications due

Date: 31st May 2018 (via e-mail)

Time: 17:30 (EAT)

UNWOMEN clarifications to proponents due [if applicable]

Date: 5th June 2018

Time: 17:30 (EAT)

Proposal due

Date: 18th June 2018

Time: 17:30 (EAT)

Planned award date:

29th June 2018

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

01st July 2018

Call for Proposal (CFP)

CFP No. (To be filled in by UN Women)

Section 3: Instructions to proponents

1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner/Responsible Party).
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this CFP, all communications must be directed only to UN WOMEN Programme Specialist, Yusrah Nagujja by email only, at yusrah.nagujja@unwomen.org Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

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

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. See section 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. 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. Clarification of CFP documents

A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on page 1. 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.

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.

5. Amendments to CFP documents

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

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

6. Language of proposal

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

7. Submission of proposal

- 7.1. Technical and financial proposals should be submitted simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) 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.

Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

- Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:

CFP No. _____ – (name of proponent) - TECHNICAL PROPOSAL

- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:

CFP No. _____ – (name of proponent) - FINANCIAL PROPOSAL

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

Uganda.co@unwomen.org

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

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

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

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

8. Clarification of proposals

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

9. Proposal currencies

All prices shall be quoted in (UGX) Uganda Shillings.

UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

Regardless of the currency of proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal above.

10. Mandatory/pre-qualification criteria

- 10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 10.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

11. Evaluation of technical 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 a Committee for Partners' Assessment (CPA) appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. 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.

	Technical description and appropriateness/adequacy of approach / service	40 points
	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> proposed staffing (number and expertise) for the services to be delivered; organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	15 points
	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation Overall governance/management structure of the proponent organization 	8 points
	Financial and administrative management capacity: (See Capacity Assessment Checklist)	7 points
	TOTAL	70 points

11.2.PHASE II - FINANCIAL PROPOSAL (30 points)

11.2.1. 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/goods 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): **18th June 2018.**

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

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

Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B1-2 hereto)
Part of proposal	Technical Proposal Submission Form (Annex B1-3 hereto) sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Financial Proposal Submission Form (Annex B1-4 hereto) sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex B1-5: Resumes of proposed team members with prescribed information

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

Pre-submission:

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

Stand-alone document	Proposal/no proposal confirmation form (Annex B1-1 hereto)
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13 Format and signing of proposal

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

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

14 Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable 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 26 months With the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Section 4: UN Women Terms of Reference

UN Women Uganda Country Office invites NGOs and CSOs for the following:

Call objective:	Advancing women's leadership, empowerment and resilience in the South Sudanese emergency response in context of the ReHoPE and CRRF Framework
Duration	July 2018 – August 2020
Organizational Unit	UN Women Uganda Country Office – Gender and Humanitarian Action and Women's Economic Empowerment
Geographic Area of Implementation	Adjumani and Yumbe districts

1. Introduction

a. Background/Context for required services/results

UN Women (UNW), 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. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality are translated into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts while building effective partnerships with civil society and other relevant actors.

Since December 2013, Uganda has received 1,053,598 refugees from South Sudan (SSD) (as of Feb 2018, UNHCR), accounting for 75 percent of Uganda's total refugee population of 1.45 million.¹ Women and children constitute 86 percent of SSD refugees in Uganda fleeing from a conflict rampant with sexual violence and other heinous war crimes.²

Women and girls are the worst affected by the refugee response while they are also the main caregivers and among the first responders in the host communities, holding their families and communities together. Providing targeted livelihood and protection support to women in this setting has a direct effect on the wellbeing and recovery prospects of their families and communities

The rights and needs of women and girl refugees and host communities must be at the heart of the South Sudan refugee response in Uganda. A gender-responsive response prioritizing equality, safety, participation, leadership and economic wellbeing of women result in effective humanitarian and development outcomes.

Under its mandate to support member states to achieve the Sustainable Development Goals (SDGs) gender-related targets in general and in particular SDG 5 (Achieve gender equality and empower all women and girls); UN Women Uganda is pleased to announce a Call for Proposals (see Annex I for detailed guidelines on preparing the Proposals) from women-led Civil Society Organizations (CSOs) and Non-Government Organizations (NGOs) with innovative and high impact programmes on the advancement of gender equality, protection of women's rights and the empowerment of women to facilitate UN Women's Leadership, Empowerment, Access and Protection (LEAP) in Uganda's Refugee Crisis Programme.

¹ UNHCR, Weekly SSD Info Graph, 27th April 2018

² African Union Commission of Inquiry on South Sudan, "Final Report of the African Union Commission of Inquiry on South Sudan," October 15, 2014 and UNHCR Weekly SSD Info Graph, April 2018.

The objectives of the LEAP programme are: a) To increase leadership and engagement by refugee women in relief efforts and decision making; b) To increase women refugees and host communities' access to income from their labor or services; and c) To ensure that humanitarian response planning frameworks and programming are gender-inclusive and responsive.

b. General Overview of services required/results

Through this Call for Proposals, UN Women seeks proposals from women-led CSOs and NGOs with strong track record in advancing Gender Equality and the Empowerment of Women. Focus of this Call for proposals is on Women's Economic Empowerment for refugee women and women from the host communities. UN WOMEN is therefore looking to partner with organizations that have proven capacity to develop and implement an innovative and transformational programme to increase target women's vocational/entrepreneurial skills, economic opportunities and incomes in the districts of Yumbe and Adjumani.

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

Interested applicants are required to implement all aspects of the economic empowerment element of the LEAP programme. Applicants can also apply as a consortium with one lead organization to bring in the needed expertise to provide a complete solution. The indicated budget estimates are over a 26-month period, and interested CSOs/NGOs are expected to submit proposals covering the whole period.

Overall goal: **SSD refugee and host community Women affected by crisis lead, participate in and benefit more from refugee response efforts**

Outcome 1 - Humanitarian response planning frameworks and programming are informed by gender assessment and analyses

Output 1 - Strengthened capacity of the humanitarian coordination mechanisms (community structures, settlement and settlement and inter-agency coordination meetings, SWG meetings) to identify, address, and monitor the needs of women, men, boys and girls. Particularly through multi-sectoral gender assessments with relevant government and stakeholder entities

Outcome 2 - Leadership and positive coping mechanisms for SSD refugee and host community women displaced by sudden onset emergencies are promoted

Output 2 - New sources of income and economic opportunities created through targeted cash for work and development of capacities and skills for SSD refugee and host community women

Outcome 3 – Sustainable economic opportunities for SSD refugee and host community women affected by protracted crises are promoted

Output 3 - The capacity of SSD refugee and host community women to participate in profitable Income Generation Activities is strengthened

3. **Timeframe:** Start date and end date for completion of required services/results
July 2018 to August 2020

4. **Competencies:**

All applicants will have to demonstrate absorptive capacity and a financial management record commensurate with the grant request amount.

Eligible Programme Proposal

- An overall thematic focus on women's economic empowerment
- A 26 months' implementation schedule only
- Geographic implementation will only be in eligible districts (Yumbe, Adjumani)

Please note: All applicants are advised to review UN Women's website to familiarize themselves with the organizations' strategic priorities www.unwomen.org

Application and Selection Process

Who can apply?

- **Women-led and women's rights organizations** that are legally registered in Uganda, that have specialised knowledge, expertise and track record of working in women's human rights and women's economic empowerment programming, including but not limited to: non-governmental organizations, community-based organizations and advocacy networks (at national or sub-national level);
- **International civil society organizations** that are legally registered in Uganda, that have presence in Uganda and have strong track record on programming on women's economic empowerment and women's leadership and participation;
- **Legal status:** Applicants must have valid legal status with the Government of Uganda. **(A valid Certificate of Registration is required);**
- **Gender equality focus:** Applicant must demonstrate experience implementing programmes on gender equality, women's leadership and women's economic empowerment through an organizational resume or CV of past implementing experience and areas of expertise. **(Documents required)**
- **Audit reports:** Applicant must have certified audit reports for 2-3 previous fiscal years i.e. 2015, 2016 (and 2017 if available) **(Audit reports required)**
- **Endorsement:** Applicants must submit at least two **Letters of Endorsement**. One from a gender equality or women's empowerment mechanism, governmental authority on gender equality or other multi-stakeholder institution (including UN offices other than UN Women). **Please note: To ensure fairness, Letters of Endorsement by UN Women offices will not be accepted. The second letter should come from the Office of the Prime Minister or the District Local Government from one of the programme districts (Adjumani or Yumbe) (Letters of Endorsement Required).**

Experience

- Extensive experience working on women's rights programmes in a humanitarian context, including on: vocational/ entrepreneurial skills, economic empowerment and advocacy and research on women's rights;
- Experience working in the target districts;
- Experience working with community level CSOs/CBOs on women's rights in leadership and participation and women's economic empowerment;
- Understanding of and sensitivity to the multi-faceted issues that refugee women and girls face in the South Sudan refugee and host community situation in Uganda;
- Extensive experience in developing and implementing long term advocacy and communication strategies on gender equality and women's empowerment issues, especially on economic empowerment;
- Have presence (an office with staff capacity) in the target districts. Alternatively, applicants should demonstrate that they have existing partnerships or will establish partnerships with key Women's rights Organizations (CBOs/CSOs/NGOs) based in the target districts. In such cases, applicants will indicate potential partnerships and will subsequently need to enter into an MoU as part of this engagement

Important notes:

- Each application can only be submitted by a single organization.
- Proposals should ideally reflect partnerships among civil society and Government. Special attention will be paid to organizations with a demonstrated record of working with local women's organizations especially grassroots women's organizations and specialised EVAW/G networks.
- Proposals from more than one organization or entity must clearly indicate which organization will take lead responsibility for project management and contractual obligations
- Transfer of funds by the Applicant Organization to UN Agencies, private sector entities, International NGOs and International Organizations will not be allowed.
- UN Women will sign contracts with and disburse funds to the applicant organization only.
- Eligible organizations currently partnering with UN Women may apply under this call for proposals.

Non-eligible applicant organizations

The following are **NOT eligible** to apply to this call for proposal:

- Government agencies or institutions
- UN agencies
- Bilateral or multilateral organizations, financial institutions, development agencies
- Private sector entities
- Private individuals
- CSOs not focused on gender equality and women's empowerment
- CSOs with lack of gender balance in their staff, board membership and leadership positions
- CSOs with no proven humanitarian and refugee experience

Technical assistance: Successful applicants will also benefit from the following support from UN Women Uganda Country Office as follows:

- Package of monitoring and technical support services
- Impact tracking through Results Based Management Support

Applicants are expected to submit proposals in accordance with the guidelines for Call for Proposals using the Proposal submission templates listed below which are also found as Annexes to this Call for Proposals:

- **Proposal template** (Annex 1)
- **Results Matrix Template** (Annex II)
- **Work Plan Template** (Annex III)
- **Budget form** (Annex IV)

Successful proposal(s) will be expected to be further developed as a Programme Document meeting UN Women standards and formatting requirements, with support from UN Women staff as required, to include high-quality standards of programme strategy, monitoring and evaluation plans, results and resource framework, budget, etc.

Annex B1-1

Call for proposal

Description:

CFP No.

Proposal/no proposal confirmation form

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

Date:

To: UNWOMEN

Email:

From: _____

Subject _____

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

- ☐ The requested products are not within our range of services/supply
- ☐ We are unable to submit a competitive proposal for the requested services at the moment
- ☐ We cannot meet the requested terms of reference
- ☐ Your CFP is too complicated
- ☐ Insufficient time is allowed to prepare a proposal
- ☐ We cannot meet the delivery requirements
- ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- ☐ Other (please provide reasons) _____
- ☐ _____
- ☐ We would like to receive future CFPs for this type of services
- ☐ We don't want to receive CFPs for this type of services

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

Annex B1-2

Call for proposal

Description of Services:

CFP No.

Mandatory requirements/pre-qualification criteria

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

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

Annex B1-3

Call for proposal Description of Services CFP No.

Technical proposal submission form

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent's Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

CFP No (_____) - (Name of Proponent) - Technical proposal

- c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent's Technical Proposal and fully responds to the request for proposal No (_____)

Proponent's Eligibility Confirmation and Information	Proponent's Response
1. What year was your organization established?	
2. In what province/state/country is your organization established?	
3. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes ____; No ____
4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes ____; No ____
5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)	

Proponent's Eligibility Confirmation and Information	Proponent's Response
<p>6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.</p>	<p>Confirm</p> <p>Yes _____; No _____</p>
<p>7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.</p>	<p>Confirm</p> <p>Yes _____; No _____</p>
<p>8. Confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNWOMEN.</p>	<p>Confirm</p> <p>Yes _____; No _____</p>
<p>9. Confirm that the proponent and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.</p>	<p>Confirm</p> <p>Yes _____; No _____</p>
<p>10. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors.</p>	<p>Confirm</p> <p>Yes _____; No _____</p>

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.

(Signature) (Seal)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

Name:	
Title:	
Address:	
Telephone Number	
Fax Number:	
Email Address:	

Technical proposal submission form

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

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. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and capacity (technical; governance and management; and financial and administrative).

Section	Points	Criteria	Proponent's Response
1	40	Technical description and appropriateness/adequacy of approach / service	
2	15	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> proposed staffing (number and expertise) for the services to be delivered; organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	
3	8	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation Overall governance/management structure of the proponent organization 	
4	7	Financial and administrative management capacity: (See Capacity Assessment Checklist)	
		Provide a minimum of two relevant references of similar successful project	
	70	TOTAL	

Annex B1-4

Call for proposal
Description of Services
CFP No.

Financial proposal submission form

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: (currency)

The entire Price Proposal must be placed in a separate email/attachment

When submitting by email, the email subject line should read:

CFP No (_____) – (Name of proponent) - Financial proposal

- c. The completed Financial Proposal Submission Form constitutes Proponent's Financial Proposal and fully responds to Request for Proposal No **Error! Reference source not found.** I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

(Signature)

(Name)

(Name of proponent)

(Date)

(Address)

(Telephone No.)

(Email address)

Annex B1-5

Call for proposal

Description of Services:

CFP No. _____

Format of resume for proposed staff

Name of Staff: _____

Title: _____

Years with Firm: _____ **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 B1-6

Call for proposal
Description of Services
CFP No.

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

Governance, Management and Technical

Document	Mandatory / Optional	Yes / No
Legal registration	Mandatory	
Rules of Governance / Statutes of the organization	Mandatory	
Organigram of the organization	Mandatory	
List of Key management	Mandatory	
CVs of Key Staff proposed for the engagement with UN Women	Mandatory	
Anti-Fraud Policy Framework	Mandatory	

Administration and Finance

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

Procurement

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

Client Relationship

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

Annex I: Project Technical Proposal Template

<p>Focus Area: Please indicate the theme of your proposal</p>	
<p>Project title: i) Write the name of the project. Please keep the title brief ii) State the project site/ specific area/ region to be covered by the project.</p>	
<p>Project Duration UN Women will give funds for a maximum of 26 months</p>	
<p>Proposal Format: The proposal should be written in the format given in the right hand column</p>	<p>Project Proposal Format: Operational And Technical</p> <ul style="list-style-type: none"> • Context and problem analysis: (not more than 1 ½ pages) • Justification: (not more than 1 ½ pages) • Expected results: Use the Results template in Annex II • Project design: (not more than 1 ½ pages) • Work plan: Use template in Annex III • Partnerships: A description of the partners needed to successfully implement the project and their roles (1-1 ½ pages). • Institutional profile: <ol style="list-style-type: none"> .1. A brief description of the organization, including its registration details and relevant experience working on the thematic issues proposed; familiarity with international commitments on VAWG, experience on women’s rights, gender equality and women’s empowerment both at the local and national levels .2. Capacities and experiences of key staff members

	<p>.3. Project management (organization and project management flow chart and description of roles and responsibilities indicating full time or part time) and resource management (adequacy, efficiency and cost effectiveness of personnel, facilities, etc.)</p> <ul style="list-style-type: none"> • Project sustainability and replicability • Monitoring and evaluation plan <p>Budget</p> <p>.1. Itemised budget (please use template in Annex IV):</p> <p>.2. Explanation note on the expenditure heads</p> <p>.3. Budget should be output based –showing amount required to achieve each output.</p> <p>.4. The budget should include an allocation for preparation of a certified financial report.</p> <p>.5. The administrative/indirect costs should not exceed 8% of the total budget.</p>	
Total project Budget:		
Amount Requested and Request in Percentage:		
Other funding, if applicable:		
Applicant NGO's Authorised Signatory and the Position in the Organization: (including full contact details)		
Status:		
Registration Details: (please mention the name and contact details of the authority with whom the organizations are registered, the Act/Law under which the organizations is registered, and provide the registration numbers)		
List of Annexures:	Essential Documents: <ul style="list-style-type: none"> <input type="checkbox"/> Registration certificates <input type="checkbox"/> Organizations by-laws/constitutions 	

<p>(Tick the documents being submitted with an understanding that these are minimum required. Where a document is unavailable, please give reasons)</p>	<div> <input type="checkbox"/> MoUs/ agreements between partners in the consortium. <input type="checkbox"/> Past three annual reports for each partner in consortium <input type="checkbox"/> Past three organization audit reports for each partner in consortium <input type="checkbox"/> List of current donors for each partner in consortium <input type="checkbox"/> Evaluation of the organizations, if any conducted <input type="checkbox"/> CVs of key staff members for each partner in consortium </div> <p>Optional Documents: Any other (specify below)</p>	
<p>Signature of the authorised signatory/ Lead agency and stamp</p>	<div> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Place: _____</p> <p>Date: _____</p> <p>Organization's/ lead agency Stamp:</p> </div>	

Annex II: Results Matrix

Result	Indicator	Means of Verification	Important assumptions
Goal:			
Outcome 1:			
Output 1.1:			
Activities: 1.			
Output 1.2:			
Activities: 1.			
Outcome 2:			
Output 2.1:			
Activities: 1.			
Output 2.2:			
Activities: 1.			

Annex III: Work Plan

Outcome 1									
Output 1.1	Key Activity	Implementing Partner (s)	Timeframe						Amount
Output 1.2									
Outcome 2									
Output 2.1									
Output 2.2									

Annex IV: Budget Proposal

No.	Budget Item	Unit/ Quantity	Rate	Total Budget	Notes on budget line items
A	Personnel				
	Subtotal personnel				
B	Programme				
	Subtotal programme				
C	Equipment				
	Subtotal equipment				
D	Administrative costs				
	Subtotal administrative costs				
	TOTAL				