

## Call for Proposal

**CFP No. GEO30Other419** – To revitalize and promote the online women-peace.net platform

### Section 1 – CFP letter

UN Women plans to engage a Responsible Party as defined in accordance with these documents. UN Women now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN Women Terms of Reference. Proposals must be received by UN Women at the address specified not later than 6 pm on 13 September 2019.

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

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

CFP forms to be returned (mandatory):

Annex 1	Proposal/no proposal confirmation form
Annex 2	Mandatory requirements/pre-qualification criteria
Annex 3	Technical proposal submission form
Annex 4	Financial proposal submission form
Annex 5	Format of resumes for proposed staff
Annex 6	Capacity Assessment Document Checklist

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

## Call for Proposal (CFP)

**CFP No. GEO30Other419** – To revitalize and promote the online women-peace.net platform

### **Section 2: Proposal data sheet**

Program/Project: Strengthening Women's Meaningful Participation in Peacebuilding and Gender Mainstreaming in Security Sector in Georgia

#### Requests for clarifications due

Date: 6 September 2019

(via e-mail) [geo.clarifications@unwomen.org](mailto:geo.clarifications@unwomen.org)

Time: 6 pm

Language: English only

#### UN Women clarifications to proponents due

Date: 11 September 2019

Time: 6 pm

Language: English only

#### Proposal due

Date: 13 September 2019

Time: 6 pm

Technical Proposals should be submitted by email to: [geo.procurement@unwomen.org](mailto:geo.procurement@unwomen.org)

Financial proposals should be submitted by email to: [geo.finoffers@unwomen.org](mailto:geo.finoffers@unwomen.org)

Language: English only

Planned award date: 20 September 2019

Planned contract start date / delivery date (on or before): 23 September 2019

## Call for Proposal (CFP)

**CFP No. GEO30Other419 – To revitalize and promote the online women-peace.net platform**

### Section 3: Instructions to proponents

#### 1. Introduction

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

#### 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. 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

- 4.1. A prospective proponent requiring any clarification of the CFP documents may notify UN Women in writing to [geo.clarifications@unwomen.org](mailto:geo.clarifications@unwomen.org) indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on page 1. Written copies of UN Women response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

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

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

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

#### 6. Language of proposal

- 6.1. The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women, shall be written in English. 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, UN Women will assume no responsibility for the misplacement or premature opening of the proposals submitted.
- 7.2. 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 to [geo.procurement@unwomen.org](mailto:geo.procurement@unwomen.org) 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. GEO30Other419 – (name of proponent) - TECHNICAL PROPOSAL**

- Financial proposals should be submitted to [geo.finoffers@unwomen.org](mailto:geo.finoffers@unwomen.org) in one (1) email with the email subject line and corresponding email attachment reading as follows:

**CFP No. GEO30Other419 – (name of proponent) - FINANCIAL PROPOSAL**

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

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

- 7.4. 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.

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

## **8. Clarification of proposals**

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

## **9. Proposal currencies**

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

## 10. Mandatory/pre-qualification criteria

- 10.1. The mandatory requirements/pre-qualification criteria (Annex 2) 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 UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 10.2. Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section (Annex 2). 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 UN Women will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 49 points.

	<p>Technical description and appropriateness/adequacy of approach / service (see TOR for detailed breakdown)</p> <ul style="list-style-type: none"> <li>Context/situation analysis, problem description, justification of the proposed intervention</li> <li>Proposed strategy on implementation; description of the methodology; how proposed initiative will address the gender inequality and women's economic empowerment focusing on the most vulnerable groups of women in target areas</li> </ul>	40 points
	<p>Relevance and technical capacity: (See Capacity Assessment Checklist)</p> <ul style="list-style-type: none"> <li>proposed staffing (number and expertise) for the services to be delivered;</li> <li>organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required;</li> </ul>	15 points

	<ul style="list-style-type: none"> <li>relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors.</li> </ul>	
	<p>Governance and management capacity: (See Capacity Assessment Checklist)</p> <ul style="list-style-type: none"> <li>Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation;</li> <li>Overall governance/management structure of the proponent organization.</li> </ul>	8 points
	Financial and administrative management capacity (See Capacity Assessment Document Checklist).	7 points
	<b>TOTAL</b>	<b>70 points</b>

## 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 UN Women stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.

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

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

12.5. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/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):

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

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

Part of proposal	Mandatory Requirements/pre-qualification criteria ( <b>Annex 2</b> hereto)
Part of proposal	Technical Proposal Submission Form ( <b>Annex 3</b> hereto) <b>sent in a separate email – clearly marked with clear subject line referencing the CFP number!</b>
Part of proposal	Financial Proposal Submission Form ( <b>Annex 4</b> hereto) <b>sent in a separate email – clearly marked with clear subject line referencing the CFP number!</b>
Part of proposal	<b>Annex 5:</b> Resumes of proposed team members with prescribed information (the project leader and team leaders of each component; In case of consortium, additionally, the project leaders from each organization)
Part of proposal	<b>Annex 6:</b> Capacity Assessment Document Checklist

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 to [geo.procurement@unwomen.org](mailto:geo.procurement@unwomen.org) 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 ( <b>Annex 1</b> hereto)
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### 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 initialed by the person or persons signing the proposal.

### 14. Award

- 14.1. Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UN Women reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UN Women will promptly notify the unsuccessful proponents.
- 14.2. 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 20 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

## Section 4: UN Women Terms of Reference

UN-Women Georgia Country Office invites NGOs, CSOs, Academic Institutions and other non-profit organizations for the following:

<b>Call objective:</b>	To revitalize and promote the online women-peace.net platform
<b>Duration</b>	6 months
<b>Organizational Unit</b>	UN Women Georgia Country Office
<b>Geographic Area of Implementation</b>	Tbilisi, Georgia

### 1. 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.

Since 2001, UN Women (UNIFEM) has been providing continues support to partners in Georgia to increase meaningful participation of women in conflict prevention, conflict resolution and sustainable peacebuilding processes. Under the current country programme and in line with UN Partnership for Sustainable Development (2016-2020), UN Women supports the government to develop and implement National Action Plans for the implementation of UN Security Council Resolutions on Women, Peace and Security #1325 et al. and to achieve targets of the nationalized SDG 5 and 16.

2020 will mark the 20-year anniversary of the ground-breaking UN Security Council Resolution #1325 — the first resolution to link women’s experiences of conflict to the international peace and security agenda. It focused on the disproportionate impact of conflict on women and girls and called for their engagement in conflict transformation and peacebuilding. The UN Security Council has passed eight additional resolutions on women, peace and security issues since the adoption of resolution 1325.

UN Women, with generous support of the UK Conflict, Stability and Security Fund (CSSF) has been implementing a project **“Strengthening Women’s Meaningful Participation in Peacebuilding and Gender Mainstreaming in Security Sector in Georgia”**, which aims at enhancing the women’s meaningful participation in peacebuilding, including the internally displaced and conflict-affected women and girls, as well as gender mainstreaming in the policies, procedures and operations of security sector in Georgia.

Towards this end, the UN Women plans to select partner organization, which will develop and promote online women-peace.net<sup>1</sup> platform, launched by Institute for War and Peace Reporting (IWPR)<sup>2</sup> with UN Women support in 2012 as part of the project “Women Connecting for Peace – the Voice of Change”.

This platform provides space for women’s participation in peace and confidence building and enables to maintain the lines of communication, exchange views and publish analytical/opinion papers on the root causes of the conflicts in the Caucasus region, as well as find solutions to change the dynamics of a stalled peace process and open up new possibilities to positively transform the conflicts in Georgia and further contribute to achieving durable peace in the country and beyond.

It should be noted that the online platform has not been active in recent years and therefore needs to be revitalized and further developed. Therefore, UN Women plans to select a partner organization that will rebuild/rebrand the web-site and further promote its presence to create enabling environment to discuss the ways of conflict transformation and peacebuilding efforts by amplifying the voices of women from Abkhazia and South Ossetia/Tskhinvali Region and rest of the Georgia. This will create a possibility for women from different walks of life to engage in a constructive dialogue to analyze the past, transform the present and achieve durable peace in the future.

Under its mandate UN Women Georgia is pleased to announce a **Call for Proposals** for Non-Government Organizations (NGOs); or other non-profit organizations which will be responsible to implement activities mainly with the following objective to revitalize and further develop the above-mentioned online platform.

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

Through this Call for Proposals, UN Women seeks proposals from NGOs; CSOs; or other non-profit organizations with a strong record in analytical journalism, and dealing with the past from the gender perspective, and advocacy in order to:

- Design a plan for the reconstruction of the online platform women-peace.net
- Define strategies how to improve the platform and its content
- Identify potential contributors for the analytical/opinion papers/articles focusing on the root causes of the conflicts in Georgia and perspectives of their transformation and resolution
- Guarantee diverse analytical discourse and ensure the voices of women and girls are heard (activists, grassroots women and girls, journalists working on the peace and conflict issues)

The project is expected to be implemented by a single organization. The proposed targets are for a 7 months period and interested organizations are expected to submit the proposal covering this period.

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

Under the overall objective of supporting the women’s meaningful participation in peacebuilding processes in Georgia, the partner organization should address the key component as follow:

<sup>1</sup> <http://women-peace.net/>

<sup>2</sup> IWPR - an independent not-for-profit organization supporting and strengthening the ability of local reporters, citizen journalists and civil society activists in countries in conflict, crisis and transition around the world, aiming at rebuilding the trust, addressing issues at the heart of conflicts and discord, and helping societies come to terms with legacies of violence and injustice. For more information, visit: <https://iwpr.net/>

## Revitalize the online media platform women-peace.net and further develop it

### (a) Build the capacity of the online platform

- Build the capacity of the server
- Conduct the review of the existing materials published on the platform and arrange them by categories (sub-categories)

### (b) Develop the online platform

- Rebrand the platform and advertise within the relevant media to attract the contributors
- Use existing social media platforms to promote women-peace.net content and attract the visitors/readers
- Publish innovative and informative analysis / materials that promotes participation of women in peacebuilding and represents their voices
- Ensure the access and engagement of Georgian, Abkhazian and Ossetian communities
- Continuous maintaining and development of the platform

3. **Timeframe:** Start date and end date for completion of required services/results should be within the 7-month period.

### 4. **Competencies:**

#### **Eligible Programme Proposal**

- An overall thematic focus on gender equality and women's participation in peacebuilding processes
- 7 months implementation schedule only
- Please note: All applicants are advised to review UN Women's website to familiarize themselves with the organizations' strategic priorities [www.unwomen.org](http://www.unwomen.org); [georgia.unwomen.org](http://georgia.unwomen.org) as well as [www.women-peace.net](http://www.women-peace.net) platform

#### **Application and selection process**

##### **Who can apply?**

- **NGO's/CSOs, or other non-profit organizations with over three years' experience in publishing the topics related to the peace and conflict, mediation/negotiations and/or participation of women in peace processes (Documents required – organizational CV, sample of performed work);**
- **Legal status:** Applicants must have valid legal status with the Government of Georgia **(A valid Certificate of Registration is required);**
- **Gender equality focus:** Applicants must demonstrate experience of working on topics related to peace and conflict from a gender lens, gender equality and women's right **(Documents required – organizational CV, sample of performed work);**
- **Audit reports:** Applicant must have certified audit reports for 2 previous fiscal years i.e. 2017 and 2018 **(Audit reports required);**
- **Geographic location:** Presence (an office with staff capacity) in Tbilisi, Georgia;
- **Endorsement:** Applicants must submit at least one Letter of Endorsement from a peace and conflict, 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 **(Letter of Endorsement required).**

#### **Organizations' Experience on building and maintaining online platforms**

- 3 years of extensive experience of online publishing activities
- 2 years of experience in content development and opinion publishing
- Demonstrated experience of analytical work in the field of peace and conflict, peace and confidence building, women's rights, participation of women.

**Important notes:**

- Proponent should submit the CVs of the key project personnel for evaluation:
  - Lead content creator
  - Social media specialist
  - Journalists with a focus on gender equality and/or conflict transformation
  - IT person
- Eligible organizations currently partnering with UN Women may apply under this call for proposals, subject of the further technical capacity evaluation.

**Non-eligible applicant organizations**

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

- Government agencies or institutions
- UN agencies
- Bilateral or multilateral organizations, financial institutions, development agencies
- Private sector entities
- Private individuals

## Annex 1

### Call for proposals

**Description:** To revitalize and promote the online women-peace.net platform

**CFP No.** GEO30Other419

### 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: UN Women

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

## Annex 2

### Call for proposals

**Description of Services:** To revitalize and promote the online women-peace.net platform

**CFP No. GEO30Other419**

### Mandatory requirements/pre-qualification criteria

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

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit prior to the contract signing to a former or current project 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 3

### Call for proposals

**Description of Services:** To revitalize and promote the online women-peace.net platform

**CFP No. GEO30Other419**

### 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) - <a href="https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list">https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list</a> or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If	Yes _____; No _____



proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)	
6. It is UN Women 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.	Confirm Yes ____; No ____
7. Officials not to benefit: Confirm that no official of UN Women 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.	Confirm Yes ____; No ____
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 UN Women.	Confirm Yes ____; No ____
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.	Confirm Yes ____; No ____
10. UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women 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 UN Women 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.	Confirm Yes ____; No ____

### 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													

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 UN Women 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 UN Women 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. <ul style="list-style-type: none"> <li>Context/situation analysis, problem description, justification of the proposed intervention</li> <li>Proposed strategy on implementation; description of the methodology; how proposed initiative will address the gender inequality and women's economic empowerment focusing on the most vulnerable groups of women in target areas</li> </ul>	
2	15	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>proposed staffing (number and expertise) for the services to be delivered</li> <li>organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors.</li> </ul>	
3	8	Governance and management capacity: (See Capacity Assessment Checklist)	

		<ul style="list-style-type: none"> <li>• Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation;</li> <li>• Overall governance/management structure of the proponent organization.</li> </ul>	
4	7	Financial and administrative management capacity: (See Capacity Assessment Checklist)	
		Provide a minimum of two relevant references of similar successful project	
		TOTAL	
	70		

## Annex 4

### Call for proposals

**Description of Services:** To revitalize and promote the online women-peace.net platform

**CFP No. GEO30Other419**

### Financial proposal submission form



Financial Proposal  
Submission Form.xlsx

a. This Financial Proposal Submission Form must be completed in its entirety.

b. Financial proposals must be submitted in: (USD)

**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 **WEE 2019/003**. 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 5

### Call for proposals

**Description of Services:** To revitalize and promote the online women-peace.net platform

**CFP No.** GEO30Other419

### 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 6

### Call for proposals

**Description of Services:** To revitalize and promote the online women-peace.net platform

CFP No. GEO30Other419

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

**Note:** If your organisation has been assessed by an UN entity during the last two years, please provide the assessment report.

In case your organization has not been assessed by an UN entity during the last two years, you should confirm that you are in possession of all mandatory documents listed here and provide them to UN Women on request.

#### Governance, Management and Technical

Document	Mandatory / Optional	Yes / No
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	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		