

CALL FOR PROPOSALS (CFP)

CFP No.: CFP-KHM-2022-001

Section 1 – CFP Letter

UN Women Cambodia Country Office (CCO) plans to engage a Responsible Party as defined with these documents. CCO now invites sealed proposals from qualified proponents for providing the requirements defined in the UN Women Terms of Reference. Proposals must be received by CCO at the address specified **not later than 20th April 2022 at 5 p.m. local time in Phnom Penh.**

This UN Women Cambodia Country Office (CCO) Call for Proposals consists of **four sections** and a **series of annexes** that will be completed by proponents and returned with the proposal:

CFP Section 1: CFP Letter (this document)

CFP Section 2: Proposal Data Sheet

CFP Section 3: Instruction to Proponents

CFP Section 4: Terms of Reference

CFP forms to be returned (mandatory):

Annex 1: Mandatory requirements/pre-qualification criteria

Annex 2: Format of resume for proposed staff

Annex 3: Capacity assessment document checklist for potential responsible parties

Interested proponents may obtain further information by contacting this email address: rotvatey.sovann@unwomen.org and copy to cco.procurement@unwomen.org

Section 2: Proposal Data Sheet

Programme/Project: **Empowering women living with and affected by HIV responding to Covid 19 Pandemic and Climate Change**

Programme Official's Name: Sovann Rotvatey

Email: rotvatey.sovann@unwomen.org and
copy to cco.procurement@unwomen.org

Telephone No.: 023 860 928/929

Issue Date: 14 March 2022

Section 3: Instructions to Proponents

1. INTRODUCTION

- 1.1. UN WOMEN invites qualified parties to submit a proposal to provide services associated with the UN WOMEN requirement for a 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 No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.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 UN WOMEN, Rotvatey Sovann, Programme Officer, EmPower, by email at rotvatey.sovann@unwomen.org and copy to cco.procurement@unwomen.org Proponents must not communicate with any other personnel of UN WOMEN 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 Annex1. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex 1. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. CLARIFICATION OF CFP DOCUMENTS

A prospective proponent requiring any clarification of the CFP documents may notify UN WOMEN in writing at UN WOMEN email address 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. AMENDMENT OF CFP DOCUMENTS

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

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. A single proposal that contains information about technical approach, capacity and budget (financial) should be submitted as one document by the date and time stipulated in this document. UN WOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted.

Email text body should indicate the name and address of the proponent and the description of the proposal. The proposal should be sent by email to the following secure email address: rotvatey.sovann@unwomen.org and cced cco.procurement@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 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.

- 7.3. 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 UN WOMEN 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, 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

All prices shall be quoted in US Dollar.

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.

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 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. 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)

Only proponents meeting the mandatory criteria will advance to the technical evaluation in which 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 50 points.

1	Technical description and appropriateness/adequacy of approach/service	40 points
2	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> o proposed staffing (number and expertise) for the services to be delivered; o 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 o relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	15 points
3	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> o Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation o Overall governance/management structure of the proponent organization 	8 points
4	Financial and administrative management capacity: (See Capacity Assessment Checklist)	7 points
TOTAL		70 points

11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

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

Formula for computing points:

Points = (A/B) Financial Points

Example: Proponent A's price is the lowest at \$10.00. Proponent A receives 30 points.

Proponent B's price is \$20.00. Proponent B receives (\$10.00/\$20.00) x 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 (Annex 1)
	Technical Proposal Components

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

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

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women, (e.g., technical, governance and management, and financial and administrative management)

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

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

- The problem statement or challenges to be addressed given the context described in the TOR.
- The specific results expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. If not provided in the TOR, the expected results should have corresponding indicators, baselines and targets. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined and will form an important part of the agreement between the proposing organization and UN WOMEN.

Women affected by the HIV outbreak in Roka commune have already been supported to develop mutual support groups and increasingly demonstrate capacity to identify and seek solutions to shared problems, including by participating in local planning processes. At the same time, a practical gender responsive toolkit for HIV programming was developed by Health Department of the Ministry of Women’s Affairs (MOWA), and local authority focal persons for women and children were trained and mentored on how to apply gender analysis tools for planning and budgeting.

The objective of the proposed support over the next 7 months is to consolidate the solidarity of the women’s groups and to support members in responding to Covid 19, and building resilience to climate change and DRR.

The context and problem analysis should include:

- 1) description of the current situation related to HIV epidemic (including patterns of new infections, high risk groups/population, including gender dynamics of the epidemic and gender-related constraints to people, in particular women and girls, accessing information related to climate change, and health care and other services) and policy responses by the government in prevention as well as health care and impact mitigation for PLHIV, in particular in the context of the HIV outbreak in Roka Commune;
- 2) Updated analysis of the current situation of women affected by the 2014 HIV outbreak in Roka commune, including how the current Covid-19 Pandemic has impacted their lives. The analysis should cover socioeconomic factors that can be threats and opportunities for affected women to exercise their rights; and
- 3) Analysis of the impact of climate change and Covid-19 on women in the Roka commune and a demonstrated understanding of the challenges faced by WLHIV in building resilience to climate change and engaging in DRR.

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

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

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

Since the HIV outbreak in Roka was reported in late 2014, CCO has supported partners (governmental and civil society organisations) to respond to the shocks, to rebuild a supportive social network as well as to strengthen the capacity of the authorities and community to take a gender responsive approach to the HIV response. The women's core group comprising of five members have become an agent of change and they have played an important role in reconstructing community solidarity and support. They have collaborated with local authorities to address violence against women in the community. Further, they have worked with adult women and young girls to encourage open and respectful dialogue on sexual and reproductive health and women's rights to control their own bodies.

The proposed project for 2021, builds on two previous phases of implementation, therefore the project design should describe how the proposed project will work

towards the achievement of the overall objective that aims to consolidate the solidarity of the women’s groups and to support members in developing leadership and climate change resilience skills, which they have identified as a priority issue. It should also address the following:

- Climate change adaptation capacity for affected women and their family. This includes strengthening of resilience, and capacity, the support of women’s core group to work with existing members in the community to maintain momentum, solidarity and connecting them to the sub-national and national networks that aim to support the living standards and well-being of affected women and their families.

- Empowering affected women, in line with rights-based and gender-sensitive approaches, to enable them to exercise their rights and to express their voice and demand accountability from duty bearers and service providers to develop a gender-responsive plan and budget that responds to the gender-specific needs and vulnerabilities of PLHIV and affected households specifically in time of Covid-19. There should be an emphasis on capacity development, building self-esteem and engaging with duty bearers at commune level.

- Identifying and addressing the specific need of women and community living affected by HIV to overcome the impact of Covid-19 while engaging men to address gender and power dynamics at household level to enable men to take responsibility in sharing domestic, care work, to prevent violence against women during pandemic, COVID 19, and natural disasters and to enable women’s to exercise their sexual and reproductive rights (including fertility choice, consent and HIV prevention).

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

Component 4: Implementation Plan (max 1.5 pages)

This section is presented in tabular form and can be attached as an Annex. It should indicate the **sequence of all major activities and timeframe (duration)**. Provide as much detail as necessary. The Implementation Plan should show a logical flow of activities. Please include in the Implementation Plan all required milestone reports and monitoring reviews.

Implementation Plan	
Project No:	Project Name:
Name of Proponent Organization:	
Brief Description of Project	
Project Start and End Dates:	
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result.	

List the activities necessary to produce the results Indicate who is responsible for each activity.		Duration of Activity in Months (or Quarters)											
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

Monitoring and Evaluation Plan (max. 1 page)

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

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

Component 5: Risks to Successful Implementation (1 page)

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

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

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

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

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

Result 1 (e.g. Output): Repeat this table for each result.

Expenditure Category	Year 1, US\$	Year 2, US\$	Total, US\$	US\$	% Total
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel					

Workshops	
4. Contracts	
5. Other costs ¹	
6. Incidentals	
7. Other support requested	
8. Contingency (max. 5%)	
Total Cost for Result 1	
Part of Proposal	Resumes of proposed team members with prescribed information (Annex 2)

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. 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 one year 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

Empowering Women Living with HIV for Solidarity and Secure Livelihoods

1. BACKGROUND

1.1 About UN Women

UN Women's vision is of a world in which women and men have equal opportunities and capacities, where all women are empowered and where principles of gender equality and women's human rights are firmly embedded in all efforts to advance development, peace and security. UN Women is partnering with government, civil society and advocates to accomplish its mission.

UN Women Cambodia Country Office (CCO) supported the inclusion of gender-responsive inputs to the fourth National Strategic Plan for HIV led by the National AIDS Authority (NAA). At the same time, the organization also provided support for the reformulation of the National Policy on Women, the Girl Child and HIV/AIDS/STIs and gender responsive toolkit to HIV response led by Ministry of Women's Affairs (MOWA). This enabled advocates, representatives of WLHIV and women from grassroots to meaningfully participate in the policy and practical tool formulation process. In responding to the HIV outbreak in Roka Commune detected in late 2014, CCO has partnered with MOWA and CSO to address both immediate shocks, long term community rebuilding through principles of women's empowerment and women's human rights as well as livelihood resilience.

1.2 Current Development in ROKAR

With the HIV outbreak in 2015 which got 280 people including 40 children infected, Women (especially those who got infected by HIV) in ROKAR commune along with the community as a whole falls into a more vulnerable status and challenging livelihood condition.

Under the first and second phase of the project supported by UNWomen, women affected by the HIV outbreak in ROKAR commune have already developed mutual support groups and increasingly demonstrate capacity to identify and seek solutions to shared problems, including participating in local planning processes. In 2019, Based on the success and lessons learnt, the project "Empowering HIV affected women for solidarity and secure livelihoods" was the third phase that focused on consolidating the solidarity of the women's groups already developed and to support members in establish more secure livelihoods, which they have identified as a priority issue. The group was supported to develop mutual support groups and increasingly demonstrates capacity to identify and seek solutions to shared problems, including by participating in local planning processes. At the same time, a practical gender responsive toolkit for HIV programming was developed by the Health Department of the Ministry of Women's Affairs (MOWA), and local authority focal persons for women and children trained and mentored on how to apply gender analysis tools for planning and budgeting.

Adding to above mentioned condition, Battambang province in which ROKAR commune is located is a natural disaster-prone area. In the recent years of 2019 and 2020, Battambang province has been badly affected by floods causing loss of lives and loss of property. In September 2019, 129 houses in five communes were submerged and 10ha of crop land were severely affected. In 2020, the province was affected by floods and rainstorms. In October 2013, there was a particularly severe flood affecting 12 provinces in Cambodia as reported by the

National Committee of Disaster Management (NCDM) among which Battambang was the most affected area with enormous destruction of infrastructure. While some areas were affected by floods in the past years, some other areas suffered from water shortages and drought. In March 2019, areas such as Banan district faced serious water shortages leaving farmers battling with drought. These examples underline the persistent vulnerability among local people.

In the most current time, while the Covid-19 pandemic affects everyone, it has been worse for those who already held inferior socio-economic status. The current impact of Covid-19 causes the progress which women made in both public and private realm to slip back. The situation of women affected by HIV in Roka commune is inevitably affected as well. The rapid assessment on the impact of Covid-19 Roka commune has indicated that women's unpaid care workload increased while their livelihood is negatively affected. As indicated, prior to the pandemic, 33% of surveyed women reported bearing all the caring for family members health. This figure rose to 42% after the pandemic. 42% of women stated that they solely manage childcare and 39% manage cooking. The assessment shows that both men and women have the same coping strategy for the negative impact on their livelihood. However, coping strategies such as borrowing food, cutting down meal per day and lessening food consumption to provide more for children are found to be more common among women.

2. PROJECT FOCUS AND OBJECTIVE

To continue the support for the group especially in the response to the Covid-19 global pandemic, which has negatively impacted their livelihood condition, as well as promoting women's capacity to adapt and become resilience to climate change, the current project is seeking to promote women's feminist leadership in Covid-19 response and strengthen women whose livelihood has been affected by HIV, natural disaster and further worsen by the current pandemic. This also includes promoting climate change resilience for all women in the community.

The objective of support over the next 7 months is to mitigate the impact of Covid-19 on the local community in Roka and promote climate resilient livelihoods especially for women through providing various capacity development and to consolidate the solidarity of the women's groups and to support members in developing more secure livelihoods. Capacity development should enable women to voice their concerns and participate meaningfully (especially for the most vulnerable group of women in the community) in the climate change action and disaster management in their community as well as to enable them to gain access to accurate information related to their health care and safety during the Covid-19 pandemic. In the meantime, the capacity development related activities should further strengthen their capability to adapt to climate change and improve their economic condition in spite of the impacts of natural disasters and/or Covid-19.

The overall objective of the project is to strengthen the existing women's core group network and continue to leverage their skills and knowledge to echo their voice and represent the voice of all HIV-affected women for gender responsive Covid-19 Pandemic response and for inclusive climate change action. This includes providing HIV-affected women along with women in the community the capacity to expand climate-adaptive livelihoods options, improve advocacy and leadership skills, develop peer support and expanding the network and mentor women in a community.

The specific project's objectives are as below:

- a. To increase social accountability to implement gender-responsive actions through strengthening transformative leadership of women core group and advocacy at the grassroots.
- b. To strengthen community resilience as well as capacity to adapt to climate change in Roka by increased capacity and skills of Roka community members to undertake productive livelihoods activities with the understanding and skill to adapt to climate change;
- c. To promote feminist leadership and feminist climate change action generation among most vulnerable women group (women living with HIV, Women affected by HIV in the community)

3. PROJECT DURATION: 7 months

4. BUDGET: Budget requests should be **no more than 35,000 US\$**

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CFP No.: CFP-KHM-2022-001

Annex 1

Mandatory Requirements/Pre-qualification Criteria

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

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

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CFP No.: CFP-KHM-2022-001

Annex 2
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.

CALL FOR PROPOSALS (CFP)

CFP No.: CFP-KHM-2022-001

Annex 3

Capacity Assessment Document Checklist for Potential Responsible Parties

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	

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	
Anti-Fraud Policy Framework	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		