

**Call for Proposal (CFP) for Responsible Party**

**Section 1**

# CFP No. CHN/2024/CFP#01

1. **CFP letter for Responsible Party**

UNWOMEN 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 UNWOMEN at the address specified not later than 10 May 2024 (GMT +8).

**The budget range for this proposal should be within** CNY 1,400,000.

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| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by proponents and returned****with their proposal (mandatory)** |
| **Section 1** | **Annex B-1** Mandatory requirements/pre-qualificationcriteria |
| 1. CFP letter for Responsible Party
2. Proposal data sheet for Responsible Party
3. UN Women Terms of Reference

**Annex B-1** Mandatory requirements/pre-qualificationcriteria | **Annex B-2** Template for proposal submission**Annex B-3** Format of resume for proposed staff**Annex B-4** Capacity Assessment minimum Documents |
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Interested proponents may obtain further information by contacting this email address: min.la@unwomen.org.

1. **Proposal data sheet for Responsible Party**

|  |  |  |
| --- | --- | --- |
| **Program/Project:** Solidarity in efforts to end Violence Against Women in China (SEEVAW) | **Requests for clarifications due:** |  |
|  | **Date: 07 May 2024** | **Time:** (GMT +8) |
| **Program official’s name:** Li Chen | **via e-mail:** min.la@unwomen.org |
| **Email:** li.chen@unwomen.org | **UNWOMEN clarifications to proponents due: [if applicable]** |
|  | **Date: 09 May 2024** | **Time:** (GMT +8) |
| **Telephone number:** +86 13828467283 |  |  |
|  | **Proposal due:** |  |
| **Issue date: 22 April 2024** | **Date: 10 May 2024** | **Time:** (GMT +8) |
|  |  **Planned award date:**  |  |
|  | **01 July 2024** |  |
|  |  **Planned contract start-date / delivery date (on or before):**  |
|  | **01 July 2024** |  |

1. **UN Women Terms of Reference**

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| 1. **Introduction**

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. Placing women’s rights at the center of all its efforts, the UN Women will lead and coordinate United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world.Among UN Women's five global priorities, tackling gender-based violence is a mainstream priority. In recognition of the imperative to address the pervasive issue of Violence Against Women and Girls (VAWG), national laws and policies have underscored the need for a comprehensive, multi-sectoral prevention mechanism. Emphasizing the importance of establishing community-level monitoring and prevention strategies, this call for proposals aims to find a Responsible Party (RP) to implement effective prevention strategies aligned with the UN Women's *RESPECT Women (2020* *Framework: Preventing Violence against Women (RESPECT Framework)*. The *RESPECT framework* encompasses seven strategic pillars aimed at addressing the root causes of VAWG, including the strengthening of relationship skills, empowerment of women, ensuring services, poverty reduction, creating safe environments, preventing child and adolescent abuse, and transforming attitudes, beliefs, and norms. Building on a decade of anti-violence efforts in China, the proposed program, titled "Solidarity in Efforts to end Violence against Women and Girls in China (SEEVAW)," outlines a strategic approach for the period 2023-2025. SEEVAW focuses on two pivotal pillars: strengthening national capacities for comprehensive VAW prevention and enhancing the capabilities of frontline social services and justice providers to deliver and coordinate essential services.The programme aims to reduce the negative impact of marital and familial disputes on women's development by thoroughly enforcing the Law on Anti-Domestic Violence. Together, UN Women aspire to prevent and halt all forms of domestic violence against women, promoting the equal enjoyment of rights for women and other vulnerable groups across various societal dimensions. This call for proposals invites innovative projects and interventions in line with this collaborative initiative, contributing to the creation of a society characterized by gender equality, security, and overall well-being. |
| 2. **Description of required services/results**1. **Conduct an in-depth social-ecological situation analysis focusing on social norms that facilitates domestic violence in Changsha.**

The RP will facilitate workshops with trained practitioners from CSO and local service providers partners to identify and understand target intervening groups for evidence-based prevention of VAW from 3 relevant strategies of the RESPECT framework, and to develop and agree on methodology of social-ecological situation analysis. The RP will be responsible to conduct the situational analysis. Through-out social-ecological analysis will be conducted on target groups to identify drivers of DV in China, key risks, and protective factors for DV, develop/ adapt appropriate strategy to promote changes in attitudes and behaviors with one or two key interventions to pilot and key partners for piloting the selected interventions. 1. **Launch and conduct consultation to tailor the RESPECT framework to suit the cultural context of China.**

The RP will support in convening a seminar, uniting local experts, academia, and service providers in a collaborative effort to address the prevention of Violence Against Women (VAW) within the cultural context of China. This seminar, akin to a conference, aims to bring together approximately 40 stakeholders to engage in meaningful discussions and knowledge sharing.The RP will support the programme expert team who will facilitate this seminar, fostering an environment conducive to open dialogue and the exchange of insights and best practices. Participants will include esteemed local experts well-versed in the dynamics of VAW, representatives from academia offering scholarly perspectives, and service providers with firsthand experience in supporting victims of violence.Throughout the seminar, attendees will have the opportunity to delve into the multifaceted issues surrounding VAW, explore innovative strategies for prevention and intervention, and identify collaborative pathways to effect meaningful change within their communities. Feedback gathered during the seminar will be instrumental in refining approaches and shaping future initiatives aimed at combating VAW in China.The ultimate goal of this gathering is to foster a network of empowered individuals and organizations dedicated to the eradication of VAW, contributing significantly to broader efforts aimed at enhancing awareness, prevention, and intervention strategies across the nation.1. **Based on the analysis and the consultation, convene an expert group to develop a “healthy family and marriage service manual”.**

Based on the socio-ecological situation analysis developed, the RP will convene an expert group to develop a healthy family and marriage service manual. This will involve selecting a strategy and a Table of Contents (ToC), conducting Training of Trainers (ToTs), developing session materials, and producing an opinion paper. These tasks will be conducted in two sessions, each lasting three days: one for capacity development and the other for rolling out the materials.1. **Conduct training sessions to disseminate the adapted RESPECT framework, enhancing capacity in VAWG prevention and response.**

This initiative includes organizing two roll-out training sessions to equip over 70 practitioners in EVAW with advanced skills for violence prevention, enabling them to effectively apply these strategies in their daily work, using the “healthy family and marriage service manual”. Additionally, the RP will conduct two further training focused on the response side, involving 60 participants with local service providers, using the Domestic Violence Social Service Training Manuals. These further training initiatives will focus on enhancing response strategies and coordination in addressing instances of EVAW, ensuring that a comprehensive approach is taken from prevention through to response and support. women.1. **Establish and support the operation of Community of VAWG prevention Practitioners (COEP) to foster collaborations and experience sharing among practitioners dedicated to ending violence against women**.

The RP will establish and operate the COEP in the country with core members as the trained practitioners. The COEP will meet quarterly and/or ad-hoc in person or hybrid modality to update each other on their work on EVAW, exchange tools/promising practices from the fields, organize quarterly theme knowledge sharing and peer learning session and annual policy dialogue on EVAW prevention and response, generate national experience showcase on pilot experience inviting key stakeholders, CSOs, WROs, and experts. UN Women China office will also connect this COEP with its regional and global community of practitioners to facilitate the knowledge and practices exchanges on EVAW.1. **Implement context-adapted prevention interventions within households/couples in Changsha and launch advocacy activities in selected pilot areas with social service organizations.**

The RP will provide trainings to local practitioners on the facilitation of household/couple prevention interventions. With guidance from UN Women and prevention experts, the RP will implement the interventions to target households/couples in Changsha. Both quantitative and qualitative method will be applied to assess intervention implementation and its results as well as document the pilot carefully. The interventions will be grounded in the adapted framework, incorporating a multifaceted approach that includes couple counseling, facilitated focus groups, interactive training sessions, and accessible online modules. The target is of 50 to 100 households/couples. Upon the completion of the pilot（3 pilot sites）, UN Women will support the finalization of the Intervention Package and Implementation Handbook for the intervention sessions based on the assessment results with experts and CSO partners to share widely for further duplication/adaptation in the country.1. **Engage in dialogues with the government stakeholders and international partners to share knowledge products, best national practices, and lessons learned from VAWG prevention efforts.**

The RP will organize advocacy events at the community level, shedding light on the issue of DV and rallying support for its prevention and intervention. Additionally, public awareness events focused on DV will be coordinated to educate and engage the broader public, fostering understanding, empathy, and action towards addressing this critical social issue. Through these initiatives, the RP aims to empower communities with knowledge and resources to combat DV and promote healthier, safer relationships for all.1. **Provide case management services to DV survivors.**The RP will oversee the facilitation of comprehensive case management services, integrating mental health counseling and legal support to ensure holistic assistance for individuals in need. This approach aims to address both the emotional and legal aspects of their situations, fostering a supportive environment for their well-being and legal rights. Through coordinated efforts, the RP will work to provide tailored assistance that aligns with the specific needs and challenges of about 10 DV survivors.
 |
| Timeframe: Start date and end date for completion of required services/resultsThe RP is expected to implement the activities during the period of 1 July 2024 to 31st January 2026. The suggested timeline for the main activities is as follows:

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| --- | --- |
| **Activities** | **Indicative Timeframe** |
| Conduct social-ecological situation analysis in Changsha  | July-September 2024 |
| Launch, and conduct consultation to tailor RESPECT framework in Chinese Context | July/August 2024 |
| Convene expert group to develop family and marriage service manual | July 2024 – Nov 2025 |
| Conduct training sessions on adapted RESPECT framework | July 2024 – Nov 2025 |
| Establish Community of VAWG Prevention Practitioners (COEP) | July 2024 – Nov 2025 |
| Implement prevention interventions in piloted areas | July 2024 – Jan 2026 |
| Conduct Advocacy in community and local level.  | Oct 2024 – Nov 2025 |
| Provide case management services to DV survivors | Oct 2024 - Nov 2025 |

Competencies:* A legally registered non-governmental organization in China with requisite experience and background in women’s right protection, DV service;
* Minimum 5 years of experience in providing training for Gender-based violence service providers;
* Broad network with Gender-based violence service providers organization and women’s right organization in National and sub-national level;
* Experience in training module development;
* Experience in organizing conferences or events;
* Knowledge and/or experience in women’s right and social protection is a plus;
* Experience with multi-national organizations, inter-governmental organizations, or Unite Nations agencies is an advantage.
* Sufficient Human Resources in Program implementation.
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**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

**[To be completed by proponents and returned with their proposal]**

# Call for proposal Description of Services:

**CFP No.**

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 asan organization | Yes/No |
| 1.3. Confirm proponent as an organization has been in operation for at least five (5) years1 | Yes/No |
| 1.4. Confirm proponent has a permanent office within the location area. | Yes/No |
| 1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP. | Yes/No |
| 1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation | Yes/No |
| 1.7 Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA)2. |  |
| 1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list.  | Yes/No |

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

2 [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13) [abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

**Section 2**

**CFP No. CHN/2024/CFP#01**

1. **Instructions to proponents (Responsible Parties)**
	1. **Introduction**
		1. UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
		2. UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women’s organizations or entities are highly encouraged to apply.**
		3. A description of the services required is described in CFP Section 1- C “Terms of Reference”.
		4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
		5. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
		6. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
		7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at jingxiu.zhang@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

# Cost of proposal

* + 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.

# Eligibility

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

# Mandatory/pre-qualification criteria

* + 1. The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
		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.

# Clarification of CFP documents

* 1. A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.
	2. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

# Amendments to CFP documents

* 1. At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.
	2. In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

# Language of proposal

* + 1. The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English.
		2. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

# Submission of proposal

* + 1. Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent. All proposals should be sent by email to the following secure email address: min.la@unwomen.org
		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.
		3. When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNWOMEN inbox. UNWOMEN shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UNWOMEN in the dedicated inbox on or before the prescribed CFP deadline.
		4. **Late proposals:** Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

# Clarification of proposals

* + 1. To assist in the examination, evaluation and comparison of proposals, UNWOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNWOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNWOMEN Policy and Procedures.

# Proposal currencies

* + 1. All prices shall be quoted in CNY.
		2. UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.
		3. Regardless of the currency of proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal above.

# Evaluation of technical and financial proposal

* + 1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
			1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

|  |  |  |
| --- | --- | --- |
| 1 | Proposal is compliant with the Call for Proposal (CfP) requirements | 15 points |
| 2 | The Organization’s mandate is relevant to the work to be undertakenin the TORs (**component 1)** | 20 points |
| 3 | The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (**components****2, 3 and 4)** | 35 points |
|  | TOTAL | 70 points |

# 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

# Preparation of proposal

* + 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.

* + 1. 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.
		2. 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.
		3. 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.
		4. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
		5. Proponent’s proposal shall include all of the following labelled annexes:

**CFP submission** (on or before proposal due date):

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

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

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

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.

# Format and signing of proposal

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

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

# Award

* 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.
	2. The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.
	3. The award will be for an agreement with an original term of 5 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

**Annex B-2**

**Template for proposal submission**

# Call for proposal Description of Services: CFP No. CHN/2024/CFP#01

**Mandatory requirements/pre-qualification criteria**

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

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

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

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

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

This section should articulate the proponent’s understanding of the UN Women Terms of Reference (TOR). It should contain a

clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

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

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

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

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

**Component 4: Implementation Plan** (max 1.5 pages)

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

# Implementation Plan

|  |  |
| --- | --- |
| Project No: | Project Name: |
|  | Name of Proponent Organization: |
|  | Brief description of Project |
|  | Project Start and End Dates: |
|  | Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result |
| List the activities necessary to produce the results Indicate who is responsible for each activity | Duration of Activity in Months (or Quarters) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Responsible | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Monitoring and Evaluation Plan** (max. 1 page)

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

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

**Component 5: Risks to Successful Implementation** (1 page)

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

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

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

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

* + Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
	+ The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
	+ The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
	+ The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
	+ “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
	+ The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
	+ The figures contained in the Budget Sheet should agree with those on the proposal header and text.

|  |
| --- |
| **Result 1 (e.g. Output)** Repeat this table for each result. |
| **Expenditure Category** | **Year 1, [Local currency]** | **Total, [local currency]** | **US$** | **% Total** |
| 1. Personnel |  |  |  |  |
| 2. Equipment / Materials |  |  |  |  |
| 3. Training / Seminars / Travel Workshops |  |  |  |  |
| 4. Contracts |  |  |  |  |
| 35. Other costs |  |  |  |  |
| 6. Incidentals |  |  |  |  |
| 7. Other support requested |  |  |  |  |
| 8. Support Cost (not to exceed 8% or the relevant donor %) |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |

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

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

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

(Seal)

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of resume for proposed staff**

# Call for proposal Description of Services:

**CFP No: CHN/2024/CFP#01**

Name of Staff:

Title:

Years with NGO: Nationality:

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

# Employment Record/Experience

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

# References

Provide names and addresses for two (2) references.

**Annex B-4**

**Capacity Assessment minimum Documents**

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

**Call for proposal Description of Services: CFP No. CHN/2024/CFP#01**

**Governance, Management and Technical**

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

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**Administration and Finance**

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

**Procurement**

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

**Client Relationship**

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