**Annex B**

**Call For Proposals (CFP) Template for Responsible Parties**

**(For Civil Society Organizations - CSOs)**

**Section 1**

**CFP No. UNW-AP-TLS-CFP-2024-002**

1. **CFP Letter for Responsible Parties**

UN Women plans to engage a Responsible Party as defined in accordance with these documents. UN Women now invites sealed proposals from qualified proponents to provide 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 23:59 on 25 July 2024.**

**The budget range for this proposal should be USD 40,000 – 45,000** [[1]](#footnote-2).

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| **This UN Women Call For Proposals consists of two sections:** | **Documents to be completed by proponents and returned as part of their proposal (mandatory)** |
| **Section 1**   1. CFP Letter for Responsible Parties 2. Proposal Data Sheet for Responsible Parties 3. UN Women Terms of Reference 4. Acceptance of the terms and conditions outlined in the template Partner Agreement 5. **Annex B-1** Mandatory Requirements/Pre-Qualification   Criteria and Contractual Aspects | **Annex B-1** Mandatory Requirements/Pre-Qualification  Criteria and Contractual Aspects |
| **Section 2**   1. Instructions to Proponents, which includes the following:   **Annex B-2** Template for Proposal Submission  **Annex B-3** Format of Resume for Proposed Personnel  **Annex B-4** Capacity Assessment Minimum Documents  **Annex B-5** UN Women template Partner Agreement  **Annex B-6** UN Women Anti-Fraud Policy | **Annex B-2** Template for Proposal Submission  **Annex B-3** Format of Resume for Proposed Personnel  **Annex B-4** Capacity Assessment Minimum Documents |

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

1. **Proposal Data Sheet for Responsible Parties**

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| **Program/Project:** | **Requests for clarifications due:** | |
| ***“Empower Women for Peace: Strengthening Timor-Leste's Women, Peace, and Security Agenda”*** | **Date: 18 July 2024** | **Time: 23:59** |
| **UN Women Focal Point:** | **Via e-mail:** [**wai.chan@unwomen.org**](mailto:wai.chan@unwomen.org) | |
| **Email:** [**wai.chan@unwomen.org**](mailto:wai.chan@unwomen.org) | **UN Women clarifications to proponents due: [if applicable]** | |
| **Telephone number: +670 78461661 (Phone Call)** | **Date: 22 July 2024** | **Time: 23:59** |
|  | **Proposal due:** | |
| **Issue date: 12 July 2024 (tentative)** | **Date: 25 July 2024** | **Time: 23:59** |
|  | |
| **Planned award date:** | **9 August 2024** |
| **Planned contract start-date/delivery date (on or before):** | **12 August 2024** |

1. **UN Women Terms of Reference**

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| 1. **Introduction**   The Convention on the Elimination of All Forms of Discrimination against Women (“CEDAW”) and the UN Security Council Resolutions (“UNSCR”) on Women, Peace and Security (“WPS”) have established important obligations for the protection of women’s human rights and achievement of gender equality relative to issues of international peace and security. Resolution 1325 was the first WPS resolution unanimously adopted by the UN Security Council on 31 October 2000. This landmark resolution is an inspiring global normative framework recognizing the importance of women’s meaningful and full participation and leadership as active agents in peace and security.  Recognizing Timorese women's contributions to peacebuilding and sustainable development throughout history, Timor-Leste proudly became the third country in Southeast Asia to launch a National Action Plan to implement the UNSCR 1325 on WPS 2016-2020 (NAP 1325). In 2016, the Government of Timor-Leste, in collaboration with participating civil society organizations (CSOs) and UN Women, unveiled the first-generation NAP 1325, which aimed to bolster the equal, inclusive, and impactful participation and leadership of Timorese women in decision-making, and ensure protection of women from conflicts and violence, and enhance gender-responsive conflict resolution and peacebuilding practices.  Under the leadership of Ministry of Interior of the IX Constitutional Government, on 16 February 2024, Timor-Leste officially launched its second-generation NAP 1325 (2024-2028) following its approval by the Council of Ministers on 10 January 2024. This comprehensive five-year strategy is designed to advance gender equality and women's leadership in areas of conflict prevention, peacebuilding, post-conflict recovery, and humanitarian response efforts across Timor-Leste, ensuring a multi-stakeholder and women-led approach to sustainable peace and security. The NAP 1325 approval signifies a robust commitment of the Government of Timor-Leste to plan, develop, implement and invest in its national WPS agenda in the context of post-COVID-19 recovery, and its accession into the Association of Southeast Asian Nations (ASEAN)[[2]](#footnote-3). Timor-Leste demonstrates its full dedication to promoting inclusive development, gender equality, and the promotion of a peaceful and secure environment in the Region, which are key tenets of ASEAN's community-building objectives.  The NAP 1325, spanning five years, serves as a holistic and multi-stakeholder national strategy to ensure that gender equality and women’s leadership is integral to every aspect of conflict prevention and resolution, peacebuilding and post-conflict recovery, and humanitarian response in Timor-Leste. The NAP 1325 is structured around four key pillars - Participation, Prevention, Protection, and Peacebuilding, and it articulates a comprehensive strategy in response to evolving needs of women and girls to address both traditional and emerging security risks, including impacts of disaster induced by climate change, cybersecurity and human trafficking. The development of the second NAP 1325 is a multi-stakeholder and participatory process led by the Ministry of Interior, with UN Women's technical support, following rounds of consultation and validation workshops with government institutions, CSOs, and development partners at both national and municipal levels. The representatives of women’s groups, rural women, women with disabilities, women survivors of past conflicts, people with disabilities, and the LGBTIQ + community were engaged in the consultations.  **About UN Women**  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. To advance the national WPS agenda in Timor-Leste, in partnership with the Ministry of Interior (MOI), UN Women has been providing technical support to national security institutions and line ministries in the NAP 1325 structure including MOI, in strengthening institutional capacities to plan, implement, finance, monitor and report the national commitments under the NAP 1325 at both national and sub-national levels, in collaboration with the civil society organizations. In the past decade, UN Women has provided support to the Government of Timor-Leste to develop and implement the first and second NAP 1325, and promote gender mainstreaming and Gender-Responsive Budgeting in national security policies and reforms, and advance women’s meaningful leadership in decision-making processes at all levels, towards accountable policy implementation, gender-responsive conflict prevention and peacebuilding, and to promote services that meet the security needs of women and girls in Timor-Leste. As the IX Constitutional Government of Timor-Leste continues to invest in localizing the WPS agenda, UN Women stands committed to provide full technical support to strengthen the institutional capacities of the NAP 1325 Structure and its line ministries and relevant key actors, including the MOI, to implement and monitor the NAP 1325 (2024-2028). |
| 1. **Description of required services/results**   Under the second-generation NAP 1325 (2024-2028), the Government of Timor-Leste is fully committed to strengthening protection and safety for women, girls and the most vulnerable groups in Timor-Leste, and promoting women’s full, meaningful and equal participation and leadership in peace and security. The MOI, through the NAP 1325 Secretariat, is leading the overall coordination, implementation, monitoring and reporting of the NAP 1325, and ensuring coordinated and effective collaboration with other participating line ministries and CSOs within the NAP 1325 Structure. Following the launch of the NAP 1325, UN Women has been providing support to the Ministry of Interior to strengthen its institutional capacity in sensitizing and disseminating the NAP 1325 (2024-2028) within its Ministry and the other participating line ministries at both national and sub-national levels. Under this project, the identified Proponent Organization will provide support and work closely with the Ministry of Interior and the NAP 1325 Secretariat in developing training materials and organizing NAP 1325 workshops with the Ministry of Interior and relevant line ministries.  Furthermore, enhancing capacities of the Civil Society Organizations (CSOs) and women-led organizations in implementing and monitoring the national commitments outlined in the NAP 1325, and strengthening its advocacy for greater accountability is critical in promoting effective implementation of the NAP 1325, and ensuring that commitments to gender equality and women's leadership are not only made but also fulfilled. With on-the-ground presence and extensive experience in directly engaging with the local communities, the CSOs and women-led organizations will contribute to the NAP 1325 by providing valuable insights, local experience and recommendations informing government’s policy and decision making, ensuring that the planning and implementation of the NAP 1325 is grounded in the real needs and experiences of women and girls, and the most marginalized groups. UN Women has been supporting the CSOs in playing a significant role in raising public awareness and fostering a culture of peace and gender sensitivity within communities, and supporting a more inclusive and participatory approach to peacebuilding and conflict resolution, where diverse voices and perspectives are heard and considered. Their advocacy efforts can drive societal change, promoting greater accountability and transparency in the implementation of the NAP 1325. Under this project, the selected Proponent Organization will provide extensive support to the CSOs and women-led organizations involved in the NAP 1325 Structure through workshops and working group meetings, with an aim to enhance their understanding of their roles and commitments in the NAP 1325 (2024-2028), and to develop a joint workplan and advocacy plan, in alignment with the NAP 1325, to promote women's participation in peace and security, and explore women-led and community-based innovative approaches for addressing and responding to these traditional and emerging security challenges in Timor-Leste.  The meaningful and equal participation of women at all levels of governance and decision-making is essential to the achievement of equality, sustainable development, peace and stability in Timor-Leste, and it is identified as one of the critical priories of the NAP 1325 (2024-2028). UN Women has long been supporting the Government of Timor-Leste to promote full and equal participation and leadership of women in decision making. In 2023, the MNEC - Office for ASEAN Affairs and UN Women jointly re-activated the “Women in Leadership and Diplomacy Forum” for strengthening supportive network amongst women leaders in governance and public affairs, ambassadors and diplomats, and upscaling the outreach and advocacy for increased women’s leadership and gender equality in other areas contributing to peace and sustainable development, and post-COVID-19 recovery of the country and in the region. This contributes to the implementation of its national commitments in international and regional WPS agenda, and advocate for women’s empowerment and transformative leadership, and equal representation across sectors.  The re-activation of the “Women in Leadership and Diplomacy Forum” presented an array of opportunities for continued and consistent engagement amongst state actors, current and emerging women leaders across sectors and from diverse backgrounds. The Forum will be followed by a series of leadership workshops tailored for strengthening capacity and skills of women leaders across different public sectors, and enhancing their understanding of gender and development issues, and the localization of WPS agenda in Timor-Leste. Under this project, the selected Proponent Organization will provide support to the Ministry of Foreign Affairs and Cooperation, line ministries and UN Women, and develop training modules and organize workshops on *Transformative Leadership for Gender Equality* for women leaders of diverse background (and male gender champions), as a part of the leadership training programme under the “Women in Leadership and Diplomacy Forum” initiative.  **In support of these efforts, UN Women seeks to recruit a civil society organization with adequate capacity to carry out the following activities in the period from 1 August 2024 – 28 February 2025:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Scope of Work** | **Deliverables** | **Expected Date of Submission** |  |  |  | | 1. Provide support and work closely with the Ministry of Interior and the NAP 1325 Secretariat in **developing training materials and organizing workshops** with the **Ministry of Interior and relevant line ministries,** with the following primary objectives:  • To enhance understanding of the line ministries on their roles, commitments and action plans outlined in the NAP 1325 (2024-2028), and the significance in promoting women's participation and leadership in peace and security efforts.  • To increase the institutional capacities in understanding gender and development context, and the relevant issues and challenges in Timor-Leste, within the framework of the NAP 1325.  • To strengthen capacity of the line ministries, by equipping their technical and management staff with the necessary knowledge and skills to effectively carry out their roles under the NAP 1325 Work Plan (2024-2028), and develop an implementation plan.  • To identify and discuss traditional and emerging challenges and threats to peace and security in Timor-Leste and in the Region through interactive discussion and dialogues, and to explore gender-responsive and innovative approaches for addressing them within the framework of the NAP1325.  The Proponent is required to actively communicate and liaise with the Ministry of Interior and UN Women in organizing preparation and planning meetings. | * 1. Develop training materials, and submit the **final version of training materials** (including agenda, concept note, Presentation PowerPoint and training tools in English and Tetum) on the NAP 1325 with reference to the identified objectives, and following rounds of revision guided by the feedback from the Ministry of Interior and UN Women.   UN Women will provide technical guidance and support in jointly developing the training materials, and share existing materials and resources, and share the relevant experience. | **30 August 2024** |  |  |  | | * 1. Liaise with the Ministry of Interior, and organize the training as requested, and submit **a report on the NAP 1325-related trainings provided to the Ministry of Interior and relevant line ministries**, in collaboration with the Ministry of Interior. In total, **two rounds of Training-of-Trainers will be provided to the Ministry of Interior and the NAP 1325 Secretariat** to strengthen their capacity to deliver and replicate the training in the future, as well as **eight rounds of coaching training,** in collaboration with the Ministry of Interior, will be delivered (the Ministry of Interior will host and facilitate the training with other line ministries, with assistance of the proponents’ trainers).   The report should include participant lists, post-training evaluation surveys completed by the training participants, notes on the questions and response during the training. The report should also include story of changes/impact story featuring at least two participants from each training. | **5 December 2024** |  |  |  | | 2. Work closely with the Ministry of Interior, the NAP 1325 Secretariat and UN Women in **organizing workshops and convening working group meetings** with the **civil society organizations (CSOs)** involved in the NAP 1325 structure:  • To enhance understanding of the CSOs on their roles, commitments and action plans outlined in the NAP 1325 (2024-2028), and the significance in promoting women's participation and leadership in peace and security efforts.  • To identify and discuss traditional and emerging challenges and threats to peace and security in Timor-Leste and in the Region through interactive discussion and dialogues, and to explore women-led and community-based innovative approaches for addressing and responding to these security challenges, within the framework of the NAP1325, and advocating for greater attention to ensure protection of rights and needs of Timorese women and girls.  • To organize workshops to help the CSOs to understand the concepts of Gender-Responsive Budgeting, and strengthen their advocacy and monitoring of national WPS commitments through the review of the State Budget. (UN Women will provide GRB training session specifically.)  • To lead the discussion and planning of the joint CSOs workplan 2025 (with planned budget allocation) on implementing and monitoring the NAP 1325 in Timor-Leste (in alignment with the four Pillars and Outputs of the NAP 1325), for example, create a joint workplan to be submitted to the NAP 1325 Secretariat, and create a joint advocacy plan for promoting WPS (including the nexus of peace and cybersecurity and climate change). | 2.1 Develop training materials, and submit the **final version of the CSO- NAP 1325 workshop materials** (including agenda, concept note, Presentation PowerPoint and training tools in English and Tetum) with reference to the identified objectives. UN Women will provide technical guidance and support in developing the training materials, and share existing materials and resources, and share the relevant experience. | **30 September 2024** |  |  |  | | * 1. Liaise with the CSOs, and organizing the NAP 1325-related joint workshops and meetings, and submit a **final report on the workshops conducted with the CSOs** (at least one workshop, with at least 2 management and technical representatives from each participating CSO).   The report should include participant lists, post-workshop evaluation surveys completed by the training participants, notes on the questions and response during the training. The report should also include story of changes/impact story featuring at least two participants from each workshop or meeting. | **15 November 2024** |  |  |  | | * 1. Conduct at least one workshop with the CSOs and develop and **submit a joint CSOs workplan 2025** (with planned budget allocation) on implementing and monitoring the NAP 1325 in Timor-Leste (in alignment with the four Pillars and Outputs of the NAP 1325), which include a joint advocacy plan for promoting WPS. | **10 December 2024** |  |  |  | | 3. Provide support to the Ministry of Foreign Affairs and Cooperation, and line ministries and UN Women, and develop training modules and organize **workshops on** ***Transformative Leadership for Gender Equality* for women leaders of diverse background** (and male gender champions), as a part of the leadership training programme **under the “Women in Leadership and Diplomacy Forum” initiative**. Liaise with the Ministry of Foreign Affairs and line ministries to prepare with the necessary materials required for inviting the women leaders to attend the workshops.  This training targets women leaders across sectors, including distinguished women parliamentarians, ministers and secretariats of state, former and current ambassadors and leaders in diplomacy and peace and security, and women leaders in local governance, politics and public affairs, civil society and other areas.  Certificates will be awarded to participants who completed the training workshop. | 3.1 Develop training materials, and submit the **final version of *Transformative Leadership for Gender Equality* workshop materials** (including agenda, concept note, Presentation PowerPoint, training manuals in English and Tetum) with reference to the identified objectives:  • To strengthen capacity of the senior and emerging leaders in sectors of diplomacy and international affairs in applying gender lens and gender-inclusive and transformative leadership principles and practices to address institutional gender biases and promote commitments to gender equality and women’s rights. The participants will also be provided training on leadership, communication, conflict resolution and networking skills.  • To increase skills and knowledge of women leaders to upscale innovative approaches to promote gender equality and women’s empowerment, and implement national WPS agenda tailored to the local context and peace and security landscape.  UN Women will provide technical guidance and support in developing the training materials, and share existing materials and resources, and share the relevant experience. | **10 September 2024** |  |  |  | | 3.2 Liaise with the Ministry of Foreign Affairs and Cooperation, and line ministries and UN Women and organize at least **four batches of *Transformative Leadership for Gender Equality* Workshops for in total at least 200 participants**, as a part of the leadership training programme**.**  Submit a **final report on the workshops conducted**, including annexes with participant lists, post-workshop evaluation surveys completed by the training participants, notes on the questions and response during the training. The report should also include story of changes/impact story featuring at least five participants from each batch of training. | **30 November 2024** |  |  |  | |
| 1. **Timeframe**   **Timeframe: From 12 August 2024 to 28 February 2025**  **Duration: 7 months** |
| 1. **Competencies:** **[Please elaborate]**   **Technical/functional competencies required:**  The **project manager/ team leader** of the proponent organization should have:   * Bachelor degree in either Law, Political Studies, Gender Studies, Social Sciences, Peace and Development, Human Rights, Community Engagement or related fields. * Minimum 5 years of experience in the areas of WPS, Youth, Peace and Security, Ending Gender-Based Violence, gender equality and women’s empowerment in Timor-Leste. * Minimum 3 years of experience in providing and organizing trainings and/or workshops on WPS, gender equality, leadership, communications, advocacy skills and capacity development, and promoting women’s participation and leadership at decision-making roles. Experience in providing training with the *Transformative Leadership in Gender Equality Programme* materials would be an advantage. * Extensive experience in working with the Government institutions to provide training and workshops on gender equality, WPS and / or Ending Gender-Based Violence Against Women and Girls. * Experience in working and networking with local women and men leaders in Timor-Leste, as well as local women’s groups at national and sub-national levels. * Good understanding and knowledge of Timor-Leste’s political and development context. * A proven commitment to delivery of results in a professional manner (able to provide records of successful projects). * Expertise in results-based programme management for CSOs and grassroots groups. * Relevant experience in partnerships with UN Women, other UN agencies, and other development actors.   The **project team members** of the proponent organization should have:   * Bachelor degree in either Law, Political Studies, Gender Studies, Social Sciences, Peace and Development, Human Rights, Community Engagement or related fields. * Minimum 3 years of experience in the areas of WPS, Youth, Peace and Security, Ending Gender-Based Violence, gender equality and women’s empowerment in Timor-Leste. * Minimum 1 years of experience in providing and organizing trainings and/or workshops on WPS, gender equality, leadership, communications, advocacy skills and capacity development, and promoting women’s participation and leadership at decision-making roles. * Experience in providing training with the *Transformative Leadership in Gender Equality Programme* materials would be an advantage. * Experience in working with the Government institutions to provide training and workshops on gender equality, WPS and / or Ending Gender-Based Violence Against Women and Girls. * Good understanding and knowledge of Timor-Leste’s political and development context.   **Governance and management structures:**  The organization should be:   * Officially registered in Timor-Leste (in a consortium or joint proposal one organization must have this status). * Has internal programmatic, administrative, and financial processes in place to ensure delivery of quality, cost-effective and timely programme results. * Has adequate number of professional staff with adequate qualifications and experience. * Has a Board of Directors/ managing committee or an appropriate governance structure which are politically impartial, and review key decisions affecting strategy, partnerships, programmes, finance, and procurement. * Has no conflict of interest between staff in the organization and UN Women. * Has an anti-fraud and corruption policy and consistently implements the policy. * Has in place policies and procedures regarding data privacy and data protection. * Has gender considerations reflected by proportion of women in management and Board of Directors. * Has the capacity to follow the UN Protocol on Allegations of Sexual Exploitation and Abuse, including reporting requirements to UN Women. * Has in place written and transparent financial and administrative rules and regulations. * Has in place a clear system for procurement and subcontracting with appropriate checks and balances. * Has clear documented procedures and internal control governing the payment cycle (requisition, approval, disbursement versus cash, vouchers etc. * Has a sustainable financial position.   Joint applications or consortium involving organizations representing diverse stakeholders are strongly encouraged. Kindly note that submission should be made by one organization as the overall lead or coordinating entity. |

1. **Acceptance of the terms and conditions outlined in the template Partner Agreement**

* Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservation or objections thereto.
* Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
* UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

**Annex B-1**

**Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects**

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

**Call For Proposals**

**Description of Services**

**CFP No. UNW-AP-TLS-CFP-2024-002**

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 a 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.**

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| **Mandatory requirements/pre-qualification criteria** | **Proponent’s response** |
| 1. Are the services being requested 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 has currently or has been provided by the proponent. | Reference #1:  Reference #2: |
| 1. Is the proponent duly registered or does it have the legal basis/mandate as an organization? [Please attach a copy of the official registration here]. | Yes/No |
| 1. Has the proponent as an organization been in operation for at least five (5) years[[3]](#footnote-4)? | Yes/No |
| 1. Does the proponent have a permanent office within the location area? | Yes/No |
| 1. Can UN Women conduct 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. Fraud or other wrongdoing: 2. Has the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner been the subject of a finding of fraud or any other wrongdoing following an investigation conducted by UN Women, another United Nations entity or otherwise?   OR   1. Is the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner currently under investigation for fraud or any other wrongdoing by UN Women, another UN entity or otherwise? | Yes/No |
| 1. Sexual exploitation and abuse: 2. Has the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner been the subject of any investigations and/or been charged for any misconduct related to sexual exploitation and abuse (SEA)[[4]](#footnote-5)?   OR   1. Is the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner currently under investigation for SEA by UN Women, another UN entity or otherwise? | Yes/No |
| 1. Has the proponent or any of its employees or personnel 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 any other donor sanction list that may be available for use, as applicable? | Yes/No |
| 1. Has the proponent read and accepted the standards set out in section 3 of ST/SGB/2003/13 “Special measures for protection from sexual exploitation and sexual abuse”? | Yes/No |
| 1. Does the proponent acknowledge that SEA is strictly prohibited, and that UN Women will apply a policy of “zero tolerance” in respect to SEA of anyone including the proponent’s employees, agents, sub-partners and sub-contractors or any other persons engaged by the proponent to perform any services? | Yes/No |
| 1. Has the proponent reviewed and taken note of UN Women Anti-Fraud Policy **(Annex B-6)**? | Yes/No |

**Please provide the following information:**

|  |  |
| --- | --- |
| 1. Is the highest executive (e.g., Director, CEO, etc.) in the proponent organization a female? | Yes/No |
| 1. What is the female to male ratio in the proponent’s board? |  |

**Acceptance of the terms and conditions outlined in the template Partner Agreement.**

* Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservations or objections thereto.
* Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
* UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

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| **Requirements** | **Proponent’s response** |
| Acceptance of the terms and conditions outlined in the template Partner Agreement. | Yes/No |
| Indicate any reservations or objections to the terms and conditions outlined in the template Partner Agreement. |  |

**Section 2**

**CFP No. UNW-AP-TLS-CFP-2024-002**

1. **Instructions to Proponents**
2. **Introduction**
   1. UN Women invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirements for a 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) “UN Women Terms of Reference”**.
   4. UN Women 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 the submission of proposals. No proposal may be modified subsequent to the deadline for the submission of proposals. 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, 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.
   7. Effective with the release of this CFP, all communications must be directed only to UN Women, by email at [wai.chan@unwomen.org](mailto:wai.chan@unwomen.org) . Proponents must not communicate with any other personnel of UN Women regarding this CFP.
3. **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 proponent, 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.

1. **Eligibility**

3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 below for further explanation. Proponents will receive a pass/fail rating on this section. 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.

1. **Mandatory/Pre-Qualification Criteria**

4.1 The evaluation of technical and financial proposals by UN Women is conducted in two phases (see section 11 below) and the mandatory requirements/pre-qualification criteria have been designed to ensure that, to the degree possible in the initial stages of the CFP selection process, only those proponents with sufficient experience, financial strength and stability, demonstrable technical knowledge, 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 result in disqualification.

4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

1. **Clarification of CFP Documents**

5.1 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 for requests for clarification as outlined in **Section 1b of this annex (on page 1)**.

5.2 Written copies of UN Women’s responses to such inquiries (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

5.3 If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

**6. Amendments to CFP Documents**

6.1 At any time prior to the deadline for submission of proposals, 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.

6.2 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.

1. **Language of Proposals**
   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.
   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 English translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

**8. Submission of Proposals**

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (**Annex B2**) 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, UN Women 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:** [**wai.chan@unwomen.org**](mailto:wai.chan@unwomen.org) **.**

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

8.3 When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated 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.

8.4 **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, will be rejected.

**9. Clarification of Proposals**

9.1 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.

1. **Proposal Currencies**

10.1 All prices shall be quoted in US Dollars (USD).

10.2 UN Women reserves the right to reject any proposals submitted in a currency other 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 (9) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for the purposes of conversion, the official United Nations operational rate of exchange of the day of CFP deadline (as stated in the CFP letter) shall apply.

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

1. **Evaluation of Technical and Financial Proposals**

**11.1 PHASE I – TECHNICAL PROPOSAL** (**70 points**)

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 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.

**Suggested table for evaluating technical proposal**

|  |  |  |
| --- | --- | --- |
| **1** | The proposal is compliant with the CFP requirements | **15 points** |
| **2** | The organization’s mandate is relevant to the work to be undertaken in the UN Women Terms of Reference (**component 1)** | **20 points** |
| **3** | The proposal demonstrates a sound understanding of the requirements of the UN Women Terms of Reference and indicates that the organization has the prerequisite capacity to undertake the work successfully (**components 2, 3, 4 and 5)** | **35 points** |
|  | TOTAL | **70 points** |

* 1. **PHASE II - FINANCIAL PROPOSAL** (**30 points**)

Financial proposals will be evaluated (using **component 6**) 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.

1. **Preparation of Proposals**
   1. Proponents are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at the proponent’s own risk and may result in rejection of the proponent’s proposal.
   2. 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 the proponent understands and confirms acceptance of UN Women’s 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.
   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 one will be viewed as non-responsive.
   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.
   5. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services will be rejected unless permitted otherwise in the CFP document.
   6. Proponents may use the services of sub-contractors or sub-partners to partially perform the work except if the proponent is providing grant-making work. The proponent’s Technical Proposal shall indicate clearly if the proponent is intending to use sub-contractors or sub-partners and their names. If it is not possible to include the names of sub-partners and sub-contractors in the proposal, the names must be submitted to UN Women as soon as possible.
   7. The proponent’s proposal shall state the following and 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 and Contractual Aspects |
| Part of proposal | **Annex B-2** Template for Proposal Submission |
| Part of proposal | **Annex B-3** Format of Resume for Proposed Personnel |
| 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.

1. **Format and Signing of Proposals**
   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.
   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.
2. **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 of the agreement 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 12 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

**Annex B-2**

**Template for Proposal Submission**

**Call For Proposals**

**Description of Services**

**CFP No. UNW-AP-TLS-CFP-2024-002**

|  |
| --- |
| **Mandatory Requirements/Pre-Qualification Criteria** |

Proponents are requested to complete this form (**Annex B-2)** and return it as part of their submission.

| **Proponent’s Eligibility Confirmation and Information** | **Proponent’s Response** |
| --- | --- |
| 1. What year was the organization established? |  |
| 1. In what province/state/country has the organization been established? |  |
| 1. Has the 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 |
| 1. Has the organization ever been terminated for non-performance on a contract? If YES, describe in detail. | Yes/No |
| 1. Has the organization or any of its employees and personnel ever been: 2. suspended or debarred by any government, a UN agency or other international organization; 3. placed on any relevant sanctions list including the - <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>, United Nations Global Market Place Vendor ineligibility or any other Donor Sanction List; and/or 4. been the subject of an adverse judgment or award?   If YES, provide details, including date of reinstatement, if applicable.  (If proponent is currently on any relevant sanctions list this should be disclosed in Question 8 of the Mandatory Requirements/Pre-Qualification Criteria above and is grounds for immediate rejection.) | Confirm  Yes/No |
| 1. It is UN Women policy to require that proponents and their sub-contractors and sub-partners observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a proponent, a sub-contractor or a sub-partner to influence the selection process or contract execution for undue advantage is improper. The proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy (**Annex B-6**). The proponent must also confirm that the proponent and its sub-contractors and sub-partners have not engaged in any conduct contrary to that policy including in competing for this CFP. | Confirm  Yes/No |
| 1. Officials not to benefit: The proponent must confirm that no official of UN Women has received or will be offered any direct or indirect benefit arising from this CFP or any resulting contracts by the proponent or its sub-contractors or its sub-partners. | Confirm  Yes/No |
| 1. The proponent must 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 |
| 1. The proponent must confirm that the proponent, its sub-partners or sub-contractors have not been associated, or 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 |
| 1. UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women personnel or their immediate family are an owner, officer, partner or board member or in which the personnel or their immediate family has a financial interest in the organization. The proponent must confirm that no UN Women personnel or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent, or its sub-partners or its sub-contractors. | Confirm  Yes/No |
|  |  |

|  |
| --- |
| **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 proponent has the capacity and commitment to implement the proposed activities and produce results successfully. Key elements to be covered in this section include:

1. the nature of the proponent – whether it is a community-based organization, national or sub-national NGO, research or training institution, etc.;
2. the overall mission, purpose, and core programmes/services of the organization;
3. the organization’s target population groups (women, indigenous peoples, youth, etc.);
4. the organizational approach (philosophy) - how the organization delivers its projects (e.g., gender-sensitive, rights-based, etc.);
5. the organization’s length of existence and relevant experience;
6. an overview of the organization’s capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management);
7. details of the following relating to prevention of SEA:
   1. describe what measures are in place to prevent SEA;
   2. describe reporting and monitoring mechanisms and procedures;
   3. describe what capacity exists to investigate SEA allegations;
   4. describe past allegations of SEA, if any, and how they were handled, including the outcome;
   5. describe what SEA training the people (employees or otherwise) who will perform the services have completed; and
   6. describe what reference and background checks have been done for employees and associated personnel.
8. details relating to grant-making work, if applicable:
9. describe the proponent’s institutional capacity to manage grants, including appropriate grant award management, system/framework for undertaking grant proposal evaluation, due diligence and, appropriate governance and risk management (including composition and terms of reference of the independent designated steering committee or grant selection committee);
10. describe relevant history in managing resources through grant awards;
11. describe the proponent’s grant portfolio;
12. describe relevant history in working with small organizations including experience in providing technical assistance;
13. describe the proponent’s programmatic capacity, including monitoring and evaluation capacity; and
14. describe the proponent’s capacity to assess and manage risks.

|  |
| --- |
| **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 Terms of Reference. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the UN Women Terms of Reference.
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 proponent and UN Women.

|  |
| --- |
| **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.

This section should also include the details of all proposed sub-contracting and sub-partnering.

|  |
| --- |
| **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 all required milestone reports and monitoring reviews in the Implementation Plan.

**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 and 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; and
* 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, risk of sub-contactors or sub-partners not performing). Describe how such risks are to be mitigated.

In this section also include the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, the assumption that the relevant government’s environmental policy will remain stable) which are anticipated in planning the activity, and on which the feasibility of the activities depend.

Please attach a risk register to capture the above risk factors and risk mitigation measures.

|  |
| --- |
| **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 of activities. 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 they would cost less.
* The budget should include all costs associated with managing and administering the activity or results, particularly the cost of monitoring and evaluation.
* Support Costs mean 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, overhead 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.
* If the partner has a Support Cost Policy that specifies a rate, the partner can include this rate to not exceed a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower).
* If the Partner does not have a Support Cost Policy, the partner must provide a break-down of support costs (not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower).
* 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.
* Depending on the results to be delivered, following suggestive thresholds could be followed for costs:
* maximum for personnel related costs on a proposal - 20% of programming costs;
* between 3-5% for audits (to be retained by UN Women for Responsible Party audits) (may change as per the annual audit cost);
* 3% for monitoring and evaluation; and
* up to 8% (or as per relevant donor agreement) – support costs including (utilities, rent etc.).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Result 1 (e.g., Output)** Repeat this table for each result[[5]](#footnote-6). | | | | | |
| **Expenditure Category** | **Year 1 [Local currency]** | **Year 2 (Local currency), If applicable** | **Total [local currency]** | **Total (US$)** | **Percentage Total** |
| 1. Personnel |  |  |  |  |  |
| 2. Equipment/Materials |  |  |  |  |  |
| 3. Training/Seminars/Travel Workshops |  |  |  |  |  |
| 4. Contracts |  |  |  |  |  |
| 5. Other costs [[6]](#footnote-7) |  |  |  |  |  |
| 6. Incidentals |  |  |  |  |  |
| 7. Other support requested |  |  |  |  |  |
| 8. Support costs (not to exceed 8% or the relevant donor percentage) |  |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |  |

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 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 template Partner Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Seal)

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of Resume for Proposed Personnel**

**Call For Proposals**

**Description of Services**

**CFP No**

Name of personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years with CSO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education/Qualifications**:

*Summarize college/university and other specialized education of personnel 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:*

* *For all positions held by personnel member since graduation: List each position and provide 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 proponents and assessed by the reviewer]**

**Call For Proposals**

**Description of Services**

**CFP No. UNW-AP-TLS-CFP-2024-002**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| **Governance, Management and Technical** | |
| Organization’s legal registration documentation | Mandatory |
| Rules of governance of the organization | Mandatory |
| Organigram of the organization | Mandatory |
| List of key management at organization | Mandatory |
| CVs of key personnel of organization who are proposed for the engagement with UN Women | Mandatory |
| Details of organization’s anti-fraud policy framework (which shall be consistent with UN Women’s anti-fraud policy) | Mandatory |
| Details of organization’s PSEA policy framework | Optional |
| Documentation evidencing training offered by organization to its employees and associated personnel on prevention and response to SEA. | Mandatory |
| Organization’s policy and procedure documents in respect to grant-making (if grant-making activities are included in the UN Women Terms of Reference of the CFP) | Mandatory |
| Organization’s policy and procedure for selecting partners (if sub-partner/s are going to be used) | Mandatory |
| **Administration and Finance** | |
| Administrative and financial rules of the organization | Mandatory |
| Details of the organization’s internal control framework | Mandatory |
| Audited statements of the organization during last 3 years | Mandatory |
| List of banks with which organizational bank accounts are held | Mandatory |
| Name of external auditors of organization | Optional |
| **Procurement** | |
| Organization’s procurement policy/manual | Mandatory |
| Templates of the solicitation documents for procurement of goods/services (e.g., request for quotation (FRQ), request for proposal (RFP) etc.) used by organization | Mandatory |
| List of main suppliers/vendors of organization and copies of their contract(s) including evidence of their selection processes | Mandatory |
| **Client Relationship** | |
| List of main clients/donors of organization | Mandatory |
| Two references for organization | Mandatory |
| Past reports to clients/donors of organization for last 3 years | Mandatory |

**Annex B-5**

**UN Women Template Partner Agreement**

Please click in the following document to get access to UN Women template Partner Agreement. Alternatively, please click in [here](https://drive.google.com/file/d/19dVaLxONXjs3nmzv0mujrUP8bHJPlcXo/view?usp=sharing) to access the online template. If you cannot access the link, please contact the UN Women’s focal point indicated in the contact list on page 1.

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**Annex B-6**

**UN Women Anti-Fraud Policy**

Please click in the following document to get access to UN Women Anti-Fraud Policy. Alternatively, please click in [here](https://drive.google.com/file/d/1PPthc27ahXXLgdGL3JzMkphWmXhae6-w/view?usp=sharing) to access the online document. If you cannot access the link, please contact the UN Women’s focal point indicated in the contact list on page 1.



1. If the proposed budget is beyond the maximum range, the proposal will be rejected. [↑](#footnote-ref-2)
2. On the occasion of the 41st ASEAN Summit held in November 2022, ASEAN agreed, in principle, to admit Timor-Leste as the 11th member of ASEAN. A road map for the full membership of Timor-Leste in ASEAN was officially adopted in the 42nd ASEAN Summit which was held from 9 to 11 May 2023. [↑](#footnote-ref-3)
3. In exceptional circumstances, three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-4)
4. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual 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 Implementing Partners. [↑](#footnote-ref-5)
5. If the budget is for grant-making activities, add a field for grants. For grant-making, (i) only up to 50% of the Partner proposal amount may be used to fund grants, (ii) not more than 25% of the Partner Agreement value can be issued per individual grant. [↑](#footnote-ref-6)
6. “Other costs” refers to any other costs that is not listed in the results-based budget. Please specify what they are in the footnote. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-7)