**Annex B**

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

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

**Call for Proposal**

**Description of Services**: Empower for Inclusion to prevent violence against women and children with disabilities in Timor-Leste.

**Section 1**

**CFP No. UNW-AP-TLS-CFP-2024-005**

1. **CFP Letter for Responsible Parties**

UN Women plans to engage an (Responsible Parties) as defined in accordance with these documents. UN Women now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN Women Terms of Reference.

Proposals must be received by UN Women at the address **lumena.freitas@unwomen.org** not later than **17:30 on 14Th September 2024.**

**The budget range for this proposal should be** USD 30,000.00.

|  |  |
| --- | --- |
| **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-Qualification Criteria and Contractual Aspects. |
| 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, including Annexes.

**Annex B-1** Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects | **Annex B-2** Template for Proposal Submission**Annex B-3** Format of Resume for Proposed Staff**Annex B-4** Capacity Assessment Minimum Documents |
| **Section 2** |  |
| 1. Instructions to proponents
 |  |
|  **Annex B-2** Template for Proposal Submission |  |
|  **Annex B-3** Format of Resume for Proposed Staff **Annex B-4** Capacity Assessment Minimum Documents **Annex B-5** UN Women Partner Agreement and Annexes  |  |

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

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

|  |  |
| --- | --- |
| **Program/Project:** Empower for Inclusion to prevent violence against women and children with disabilities in Timor-Leste. | **Requests for clarifications due:** |
|  | **Date: 5 September 2024** | **Time: 05:30 pm**  |
| **Program official’s name: Liliana Amaral** |  |
|  |  |
| **Email:** liliana.amaral@unwomen.org | **UN Women clarifications to proponents due: [if applicable]** |
|  | **Date: 14 September 2024** | **Time: 05:30 pm**  |
| **Telephone number: +670 77357168** |  |
|  | **Proposal due:** |
| **Issue date: 30th August 2024** | **Date: 14 September 2024** | **Time: 05:30 pm**  |
|  |  |
|  |  | **Planned award date: 30th September 2024** |  |
| **Location: UN Women, UN Compound, Dili** |  |  |  |
| **Date: 30th August 2024** |  |  |
| **Contact: Liliana Amaral as program officer** | **Planned contract start-date/delivery date (on or before): \_1St October 2024** |

1. **UN Women Terms of Reference**

|  |
| --- |
| 1. **Introduction** **[Please elaborate]**
	1. Background/Context for required services/results.

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. UN Women provides strong and coherent leadership in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors. The UNPRPD is a unique partnership that brings together UN entities, governments, OPDs and broader civil society to advance the rights of persons with disabilities around the world. It was established by a subset of members of the IASG-CRPD in 2011. The Partnership was created to foster collaboration between its members and complement their work around disability inclusion through UN Joint programming. The Partnership operates through a Multi-Partner Trust Fund (MPTF) established to channel resources for participating UN organizations (PUNOs). UNPRPD MPTF’s overarching vision is for the rights of persons with disabilities to be fully respected, protected and fulfilled, and for all persons with disabilities to participate in society fully and equitably. The Empower for Inclusion project is part of the UN Joint Program in Timor-Leste, focused on enhancing the rights of persons with disabilities. The project aims to reduce discrimination and violence against persons with disabilities, particularly women and girls facing multiple forms of discrimination. It seeks to advance their equal rights by enhancing the knowledge and practical tools of national stakeholders. These stakeholders will be better equipped to develop and implement disability-inclusive systems, monitor the implementation of the Convention on the Rights of Persons with Disabilities, and support the development of national plans and inclusive budgets. The project is funded by the United Nations Partnership for the Rights of Persons with Disabilities (UNPRPD) and spans over two years. It is implemented by UN Women, UNICEF, and the UN Human Rights Adviser's Unit (HRAU), with UN Women serving as the lead organization.Government (including the Ministry of Social Solidarity and Inclusion (MSSI); Secretary of State for Equality; Ministry of Education, Ministry of Youth, Sports, Art and Culture; Ministry of Justice; Ministry of the Presidency of the Council of Minister; Secretary of State for Social Communication; Ministry of State Administration; Ministry of Transport and Communication, Secretary of State for Social Communication), OPD and civil society stakeholders were engaged throughout the development of the situational analysis including through focus group discussions and key informant interviews. Key findings and recommendations of the analysis were then presented back to the Ministry of Social Solidarity and Inclusion (MSSI) as the key government agency leading implementation of the Disability National Action Plan, at national director level. Key priorities and potential activities for the forthcoming UNPRPD project were discussed in detail at these meetings for inclusion in the technical proposal. The project team established a technical working group involving participants from the three participating UN entities (UN Women, UNICEF, and the UN Human Rights Adviser’s Unit). The working group collaborated to adapt and implement the UNPRPD induction training which contributed to improved understanding within the UN system and among key stakeholders of the CRPD and key gaps in its implementation. The group also met to discuss key findings and recommendations of the situational analysis and potential activities for the forthcoming project. The draft proposal was then circulated to technical staff and leadership of all three entities for comments, feedback and revision. A final draft of the technical proposal was shared with all three participating entities and the Resident Coordinator’s Office for further review and consultation with the UNCT, if needed, prior to submission.* 1. General Overview of services required/results.

The Empower for Inclusion project aims to enhance stakeholders' capacity to implement the Convention on the Rights of Persons with Disabilities (CRPD). It focuses on supporting relevant ministries in monitoring and reporting on CRPD implementation. The project team will engage organizations of persons with disabilities, key stakeholders, and line ministries to carry out implementation, monitoring, and reporting activities. Additionally, they will advocate for disability-inclusive program budgeting and programming with line ministries.**Geographic Location**: Capacity strengthening activities for government, OPDs and civil society will predominantly be implemented in Dili with municipality-based stakeholders supported with travel and reasonable accommodation as required. Targeted research and monitoring of government services as well as public consultations involving people with disabilities will be implemented in two to three (maximum) additional municipalities to be determined in consultation with key government and OPD stakeholders. |
| * **Description of required services/results** **[Please elaborate]**

The intervention is part of a large project that aims to address and prevent violence against women and children with disabilities in Timor-Leste. Under direct supervision of UN women Normative Program (Empower for Inclusion project) team, the responsible party will work towards the following objective:* To develop training materials related to SDG targets and indicators on disability, how they link to CRPD commitments, an analysis of where Timor stands, clearly capturing any existing gaps.
* To organize and facilitate sessions on SDG targets (1, 3, 4, 5, and 10) related to disability and provide orientation on the implementation of the CRPD, specifically linked to CRPD articles 3, 4, 5, 6, 7, 9, and 33.3. This includes monitoring and reporting, with technical support from the UN Joint Project Team.
* Identify two service delivery mechanisms, assess them with respect to access to people with disability, identify the data that is needed to make the service delivery with respect to PwD, develop clear and simple report with concrete recommendations to improve service delivery on disability, based on the recommendation develop data collection tools and socialise them amongst the service providers.
* To develop training material/tools on CRPD monitoring and reporting for OPDs and CSOs, with technical support from UN Joint Project team
* Facilitate workshops for OPDs and CSOs on CRPD monitoring and reporting mechanism.

To achieve this objective, the local partner with support from UN Women, HRAU and UNICEF, will coordinate with relevant NGOs (including organization of person with disabilities) and Government Institutions (Ministry of Social Solidarity and Secretary of state for Equality).  **The Project Results:** **O**utput 1 – (Linked to Empower for Inclusion project output 1.1. B)The capacity of national stakeholders, including OPDs and CSOs, has been enhanced through improved knowledge and skills in organizational development.* Develop training materials and tools for CRPD monitoring and reporting for OPDs and CSOs, with technical support from the UN Joint Project Team.
* Facilitate workshops for OPDs and CSOs on the CRPD monitoring and reporting mechanism.

Output 2 – (Link to Empower for inclusion project output 1.1.E) The capacity of national stakeholders including OPDs and SDG working group on disability rights and inclusive development, specific SDG targets and indicators in disability, importance of disaggregated data for SDG planning and monitoring, SDG monitoring and reporting mechanism and advocacy. * Develop training materials and tools related to SDG targets and indicators on disability, how they link to CRPD commitments, an analysis of where Timor stands, clearly capturing any existing gaps.
* Organize and facilitate sessions on SDG targets (1, 3, 4, 5, and 10) related to disability, and provide orientation on CRPD implementation specifically linked to CRPD articles 3, 4, 5, 6, 7, 9, and 33.3, including their monitoring and reporting, with technical support from the UN Joint Project Team.

Output 3 – (link to empower for inclusion project output 2.1.C) – The administrative data system of the 11 ministries will generate disaggregated data on disability and ensure the application of disability-sensitive data within their policies and programs.* Identify two service delivery mechanisms, assess them with respect to access to people with disability, identify the data that is needed to make the service delivery with respect to PwD, develop clear and simple report with concrete recommendations to improve service delivery on disability, based on the recommendation develop data collection tools and socialise them amongst the service providers.
 |
| 1. **Timeframe: Start date and end date for completion of required services/results [Please elaborate]**

The total duration of the contract is 12 months (from the date of contract). The project will be implemented at the national and municipal level (1 or 2 municipalities).Tentatively starting from 1st October 2024 to 30th September 2025. |
| 1. **Competencies:** **[Please elaborate]**
	1. Technical/functional competencies required.
* The lead organization should have been in operation for at least 10 years, with 5 years relevant experience in working with PWD, with experience in advocacy and capacity development on gender responsive disability inclusion and have strong networks with national and global disability platforms.
* Demonstrated experience in managing and monitoring result-oriented programmes ensuring quality reporting and strong coordination with multiple partners.
* The organization should have experience in working with local administration and local level committees under government line departments that coordinate disability inclusion.
* The organization should have appropriate policies and procedures in place to run essential functions of an organization, governance structure, financial management, accounting system, internal financial control.
	1. Other competencies, which while not required, can be an asset for the performance of services:

Previous work experience with UN Agencies, governments, and other national and international institutions with solid experience on policy advocacy around rights of PWD is considered an asset; and Preference will be given to OPDs and women- led organizations |

1. **Acceptance of the Terms and Conditions Outlined in the Template Partner Agreement, including Annexes.**
* Proposers must include an acceptance of the terms and conditions outlined in the Partner Agreement or their reservation or objections thereto.
* Submission of reservations or objections does not mean that UN Women will automatically accept them should the proposer be selected as a Programme Partner.
* UN Women will evaluate any reservation or objection during 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.**

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. 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. Confirm proponent is duly registered or has the legal basis/mandate as an organization [please provide the official registration - a copy to be attached here]
 | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[1]](#footnote-2)
 | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area.
 | Yes/No |
| * 1. 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. Confirm that proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner has not 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. The Proponent must confirm that it, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner are NOT currently under investigation for fraud or any other wrongdoing by UN Women.
 | Yes/No  |
| * 1. Confirm that proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner has not been and currently is NOT the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA)[[2]](#footnote-3).
 | Yes/No |
| * 1. 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 Marketplace Vendor ineligibility and any other Donor Sanction List that may be available for use, as applicable
 | Yes/No  |
| * 1. Confirm that the proponent has read and accepts the standards set out in section 3 of ST/SGB/2003/13 “Special measurers for protection from sexual exploitation and sexual abuse.”
 | Yes/No  |
| * 1. Confirm that proponent acknowledges that Sexual Exploitation and Sexual Abuse are strictly prohibited, and that UN Women will apply a policy of “zero tolerance” about Sexual Exploitation and Sexual Abuse 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. Proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy Framework as part of **Annex B**.
 | Yes/No  |

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

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

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

**Section 2**

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

1. **Instructions to Proponents (Responsible Parties)**
2. **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. 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 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, 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\_procurement@unwomen.org or lumena.freitas@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 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.

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. 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.

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

 4.1 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 UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

 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 outlined on section 2. Written copies of UN Women response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

5.2 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.

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 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 B2-3**) 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, 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:** **\_procurement@unwomen.org or lumena.freitas@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 may 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, may 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 in accordance with the UN Women Policy and Procedures.

1. **Proposal Currencies**

10.1 All prices shall be quoted in (local currency \_USD \_\_\_ [To fill in] \_30,000.00\_\_\_\_\_\_\_\_

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

10.3 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.

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.

|  |  |  |
| --- | --- | --- |
| 1 | Proposal is compliant with the Call for Proposals (CFP) requirements  | 15 points |
| 2 | The Organization’s mandate is relevant to the work to be undertaken in 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 |

* 1. **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

1. **Preparation of Proposals**
	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.
	2. Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UN Women stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.
	3. Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
	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 may 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. 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. 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 and contractual aspects |
| 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.

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 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 [number of months/year(s)] 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.**

|  |
| --- |
| **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.

| **Proponent’s Eligibility Confirmation and Information** | **Proponent’s Response** |
| --- | --- |
| 1. What year was your organization established?
 |  |
| 1. In what province/state/country is your organization established?
 |  |
| 1. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)
 | Yes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.
 | Yes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. Has your organization or any of its employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list> or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)
 | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. It is UN Women policy to require that proponents and their sub-contractors and sub-partner 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. Proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors and sub-partners has not engaged in any conduct contrary to that Policy including in competing for this CFP.
 | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. Officials not to benefit: Confirm that no official of UN Women has received or will be offered by the proponent or its sub-contractors or its sub-partners, any direct or indirect Benefit arising from this CFP or any resulting contracts.
 | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. 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.
 | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. Confirm that the proponent, its sub-partners or your sub-contractors have not been associated, or have been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.
 | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest in the organization. Confirm that no UN Women staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent, or its sub-partners or its sub-contractors.
 | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. Confirm that the proponent has read and accepts the standards set out in section 3 of ST/SGB/2003/13 “Special measurers for protection from sexual exploitation and sexual abuse.”
 | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. Confirm that proponent acknowledges that Sexual Exploitation and Sexual Abuse are strictly prohibited, and that UN Women will apply a policy of “zero tolerance” about Sexual Exploitation and Sexual Abuse 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.
 | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. Confirm that the proponent has read and understood and agrees to the terms and conditions outlined in the UN Women Partner Agreement template including all Annexes (Document attached). Please note that if the proponent has any reservations or objections to the terms and conditions outlined in the UN Women Partner Agreement template including its Annexes, such reservations or objections must be submitted with the proposal.
 | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |

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| **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)
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;
	6. Describe what reference and background checks have been done for employees and associated personnel.
8. Details relating to Grant-Making Work, if applicable:
	* Describe 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);
	* Describe relevant history in managing resources through grant awards.
	* Describe proponent’s grant portfolio.
	* Describe relevant history in working with small organizations including experience in providing technical assistance.
	* Describe proponent’s programmatic capacity, including monitoring and evaluation capacity.
	* Describe proponent’s capacity to assess and manage risks.

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| **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 UN Women.

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| **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 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.

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| **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

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| **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.

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.

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| **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 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.
* 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 Partner audits) (may change as per Annual Audit Cost)
* 3% for monitoring and evaluation
* Up to 8% (or as per relevant donor agreement) – Support Costs including (utilities, rent etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure Category**  | **Year 1 [Local currency]**  | **Total (US$)**  | **Percentage Total**  |
| 1. Personnel  |  |  |  |
| 2. Equipment / Materials  |  |  |  |
| 3. Training / Seminars / Travel Workshops  |  |  |  |
| 4. Contracts  |  |  |  |
| 5. Other costs [[3]](#footnote-4) |  |  |  |
| 6. Incidentals  |  |  |  |
| 7. Other support requested  |  |  |  |
| 8. Support Cost (not to exceed 7% 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 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 including all Annexes (Document attached).

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

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of Resume for Proposed Staff**

**Call for Proposals**

**Description of Services:**

**CFP No**

Name of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Years with CSO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 Proposals**

**Description of Services:**

**CFP No.**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| **Governance, Management and Technical** |
| 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’s one  | Mandatory |
| PSEA Policy Framework | Optional |
| RP to provide documentation of training offered by them to their employees and associated personnel on prevention and response to SEA.  | Mandatory |
| Policy and Procedure for Grant-Making (if Grant-making activities are included in the Terms of Reference of Call for Proposals) | Mandatory  |
| Policy and Procedure for selecting Programme Partners (if sub-partner/s are going to be used)  | Mandatory  |
| **Administration and Finance** |
| 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 | Optional |
| **Procurement** |
| 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.  | Mandatory |
| List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes  | Mandatory |
| **Client Relationship** |
| List of main clients / donors | Mandatory |
| Two references | Mandatory |
| Past reports to clients / donors for last 3 years | Mandatory |

1. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-2)
2. [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 Partners [↑](#footnote-ref-3)
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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-4)