

Call for Proposal (CFP) for Responsible Parties (For Civil Society Organizations- CSOs)

Section 1

Description of Services: BiH Activity 3.3.1: Legislators and institutions have capacities to incorporate the highest level of international standards on EVAW in legislation, policies and budgets, and Activity 3.3.3: General and specialist service providers have the capacity to deliver quality, accessible and survivor-centered services.

CFP No. BH-R-DS-023-22

a. CFP letter for Responsible Parties

UNWOMEN plans to engage a civil society organization through current UN Women CO BiH Strategic Note 2021 to 2025, Impact 3: Women and girls live a life free of violence, supported by Sweden, and invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address specified not later than **23:59 (CET) 11 April 2022**.

The budget range for this proposal should be up to BAM 261,150.00 (USD 150,000.00)

This UN-Women Call for Proposals consists of Two sections:

Section 1

- CFP letter for Responsible Parties
- Proposal data sheet for Responsible Parties
- UN Women Terms of Reference

Annex B-1 Mandatory requirements/pre-qualification criteria

Section 2

- 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

Annexes to be completed by proponents and returned with their proposal (mandatory)

Annex B-1 Mandatory requirements/pre-qualification criteria

Annex B-2 Template for proposal submission

Annex B-3 Format of resume for proposed staff

Annex B-4 Capacity Assessment minimum Documents

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

b. Proposal data sheet for Responsible Parties

Program/Project UN Women CO BiH Strategic Note 2021-2025, Impact 3: Women and girls live a life free of violence

Program official's name:

Mersiha Zulcic

Email: unwomen.bih@unwomen.org

Issue date: 15 March 2022

Requests for clarifications due:

Date: 03 April 2022

(via e-mail)

Time: 13:00 (CET)

UNWOMEN clarifications to proponents due:

Date: 05 April 2022

Time: 17:00 (CET)

Proposal due:

Date: 11 April 2022

Time: 23:59 (CET)

Planned award date:

June 10 2021

Planned contract start-date / delivery date (on or before):

1. Introduction

a. Background/Context for required services/results

Violence against women and girls is a widespread social problem in Bosnia and Herzegovina (BiH), and a serious violation of fundamental human rights. Despite considerable efforts of different government and non-government actors to tackle violence against women and domestic violence, almost one in two women in BiH has experienced some form of abuse including intimate partner violence, non-partner violence, stalking and sexual harassment since age 15 (OSCE, 2019). One in seven women or 14% have experienced partner or non-partner physical or sexual violence while 28% of women have experienced sexual harassment. Interestingly, proportion of women who said they experienced sexual harassment in the EU is almost double in average (55%), ranging from 24% in Bulgaria to 81% in Sweden.

The entry into force of the Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention) in August 2014 has marked an important milestone in BiH efforts to introduce, implement and monitor the implementation of highest standards in prevention and response to all forms of violence against women.

With support from Sweden and the European Union, in partnership with government institutions and civil society organizations (CSO), UN Women has had an extensive programme portfolio to tackle violence against women in all its forms. UN Women is committed to supporting governmental and non-governmental led processes in the implementation of the international norms on ending violence against women (EVAW) including standards deriving from the Istanbul Convention, with financial support of Sweden and European Union. At policy level, UN Women works closely with national actors to support localization of the international standards in legislation and policies including standardisation and quality of the service provision, support to the internal monitoring mechanisms. UN Women support engagement of men, women and youth and non-traditional actors such as religious leaders in community prevention work. UN Women is supporting local community engagement and mobilisation including prevention of sexual harassment in public spaces, gender responsible reporting and media work. In the work on strengthening protection system, UN Women is committed supporting access of survivors of violence, including those from marginalized groups, to quality, accessible and survivor-centred general and specialised services.

During years of commitment, UN Women provided support to the following results among many:

- development of important studies including first ever BiH State Report and CSO's Alternative report on the implementation of the Istanbul Convention and first ever Baseline Study on Criminal Justice Protection, Legal and Social Position of Victims of Sexual Violence in BiH by Lara,
- monitoring and advocacy activities of the BiH Safe Network and CSOs for legislative and policy changes at the Entity, Cantonal and municipal level resulting in adoption of Domestic Violence Law (DVL) in Brcko District of BiH; drafting of the new DVL by the Safe Network, sponsored by the Federal Gender Equality Committee, and adopted in one house of FBiH Parliament,
- standardisation of police response including recommendation for endorsement from the Federal Ministry of Interior a Framework and Cantonal policies on police response to cases of domestic violence, Manual for in-service, standardised, training of police officers in FBiH and advancement of the curriculum of FBiH Police Academy. Rate of proposed protection measures by police in Tuzla Canton increased significantly due to behaviour impact intervention.
- methodology for capacity building of local services providers (police, justice, social protection, health care) by Entity Gender Centre on multisectoral response to cases of DV including Manual for in-service training programs, mentoring, monitoring, and supervisory sessions, networking, and conferences of multisectoral bodies. Through Gender Centres and CSOs work, multisectoral

response to cases of domestic violence and violence against women has been improved in line with the Istanbul Convention in over 35 municipalities.

- localisation of the global UN Women initiative Safe Cities and Safe Public Spaces for women and girls from sexual violence in public space in Banja Luka including establishing and building strong ties with local city administration and CSOs and, deployment of evidence-based program activities. "Community that care" approach to prevention has been designed in 6 local communities contributing to mobilization of 290 individuals, 67 professionals (religious leaders), 36 educational professionals in the local prevention advocacy actions.

The next important milestone for UN Women program was COVID 19 pandemic that pushed agency to additionally revise its plans to adapt to the new circumstances and address immediate and long-term needs of survivors of VAW and service providers caused by the Covid-19 crisis. Immediate support to 8 safe houses in the first months of the COVID 19 outbreak made it possible for 2800 survivors of different forms of violence access to SOS phone and online counselling. Comprehensive specialized support services within Safe Houses were provided to 176 women and children. In the months after initial response, more structural support is provided for improved accessibility and availability of specialized services to survivors of violence in all safe houses in BiH and made possible for those organizations to provide additional SOS calls for 950 persons, access to the Safe Houses for 380 women and children and 155 different services survivors of domestic.

Important milestones for combating violence against women happened in mid-January 2021 with the testimony of a Serbian actress on her experience of sexual abuse by her teacher, a screenwriter and director in Serbia, initiated an avalanche of outrage and testimonies of women and girls from across the Western Balkans on sexual harassment and sexual violence experiences. The Facebook platform "Nisam tražila" ("I did not ask for it") was quickly established as an informal initiative, started by three women in BiH. This movement "Nisam tražila" symbolizes the courage of women and girls who shared their experiences and the need to address the issue of sexual harassment and violence seriously in the region. Today, more social media platforms in all over region provide spaces for thousands of testimonials from survivors and massive public demand for justice.

From 2020 to date, UN Women supported various interventions of civil society organizations, institutional and government(s) actors in combating sexual violence encompassing work on relevant studies, policies and services for survivors of sexual violence. UN Women has been directly supporting localisation of the Action Coalition on Gender-Based Violence with focus on sexual violence and sexual harassment in BiH and facilitation of dialog among UN Agencies on coordinated response to sexual violence in BiH.

b. General Overview of services required/results

UN Women CO BiH seeks to engage a **consortium of at least three civil society organization (CSOs)**, for more comprehensive coverage of proposed areas for project interventions, including but not limiting, leadership of normative work, advocacy work and testing service(s) provisions, that will contribute achieving UN-Women CO BiH Strategic note 2021 – 2025 **Impact 3: Women and girls live a life free of violence, more specifically Output 3.3.1: Legislators and institutions have capacities to incorporate the highest level of international standards on EAW in legislation, policies and budgets, and Output 3.3.3: General and specialist service providers have the capacity to deliver quality, accessible and survivor-centered services, including broad range of actions:**

1. Providing technical assistance to the government to localize international standards in legislation, policy and quality of the service provision including the introduction of internal monitoring mechanisms,
2. Support to enhanced capacities of service providers to deliver quality, women-centered,

coordinated essential services, to hold perpetrators to account, and to collect and use quality data, and

3. Support to availability, accessibility and quality essential services for women and girls who have been subjected to violence including those from marginalized groups in line with international standards with focus on sexual violence.

Submitted proposals should include following guiding principles:

- Evidence-based programming, building on lessons learned and recommended practices, to ensure optimal results and use of resources.
- Coordination and multi-sectorial partnerships, including among government(s) and institutions, women's and other civil society organizations and networks.
- Participatory approach in designing activities and improvements, making sure implementation of the "leave no one behind" principle.
- Commitment to sharing knowledge, by documenting, evaluating, and disseminating results, and working with UN Women staff in the process.
- Priority placed on consistency of activities and sustainability of results beyond the project duration.

2. Description of required services/results

From 2020. to date UN-Women has been providing support to different efforts of local institutions and organizations in combating sexual violence including:

- Study to examine legislative and policy response to cases rape, public attitudes, access to justice and judiciary response to cases of sexual violence (Baseline Study on Criminal Justice Protection, Legal and Social Position of Victims of Sexual Violence in BiH) by Lara Bijeljina. This work will continue with focus on normative changes and cooperation with Entity Training Centres and High Judiciary and Prosecutorial Council on standardisation of judiciary response to cases of sexual violence.
- Enhancing safety of women and girls in public spaces in Banja Luka through implementation of global UN Women initiative Safe Cities and Safe Public Spaces for women and girls free from sexual violence in partnership with the City of Banja Luka and local CSO United Women Banja Luka.
- Mapping of existing services for survivors of sexual violence in Republika Srpska, development of the General Protocol for the Prevention and Treatment of Cases of Sexual Violence and a module for training of institutions for work on cases of sexual violence by Gender Center of RS.
- Supporting the Safe network to raise capacities of Safe houses for work with survivors of sexual violence including development of a resource package with information for survivors, and improvement of multisectoral cooperation in response to cases of sexual violence including guidelines for multisectoral intervention in cases of sexual violence.
- Localisation of the Action Coalition on GBV with focus on sexual violence and sexual harassment in BiH and facilitation of dialog among UN Agencies on coordinated response to sexual violence and sexual harassment in BiH.

Recognizing and complementing existing efforts, including but not limiting on above mentioned actions, such as support of BiH Agency for Gender Equality to establishment of rape crises centers, UN Women, under this call for proposal, **seeks to support or generate multi-stakeholders' dialog and existing efforts and actions to build available, accessible and quality essential services to survivors of sexual violence and harassment including those from marginalized groups in line with the international standards. More precisely, UN Women seeks to support, among other, specific outputs:**

1.1 Institutional and CSOs' stakeholders are able to formulate elements of available, accessible, and quality, victim-centred services for survivors of sexual violence

Area of works expected under this output includes, but it is not limited to:

Support or generate multi-stakeholders' dialog on essential services for survivors of sexual violence and harassment to cover, among other, availability, accessibility and quality of services, relations among general and specialist services, funding sources and other elements of sustainable solution. Dialog should include relevant actors among others: Agency for Gender Equality, Entity Gender Centres, relevant entity ministries, Safe Houses and Safe Network and other relevant civil society organizations including organizations, academia, civil initiatives, etc.

2.1 Institutional COSs' stakeholders are able to advocate for normative and funding solutions for multi-sectoral response to cases of sexual violence

Area of works expected under this output includes, but it is not limited to:

Design, consult with and advocate for normative solutions towards various stakeholders, networks and/coalitions (e.g. legislation, policy, standard operating procedures, protocols for holistic approach and cooperation of different actors in response to case, and related budget(s) and / or funding of solutions). Consultation process and advocacy should have strong emphasis on inclusion of survivors' perspective in the normative solutions, comprehensive and sustainable model of response including rapid case's response and response to cases perpetrated in the past.

3.1 Institutional and CSOs' stakeholders have capacity to adapt and replicate model(s) of response and services to survivors of sexual violence in other areas of BiH

Area of works expected under this output includes, but it is not limited to:

Test model(s) of available, accessible, and quality essential services for survivors of sexual violence in at least two regions in BiH. Model should seek to integrate or to be based on experiences, lessons-learned generated thought past and/or existing work on building services for survivors of violence in particularly sexual violence. Model should integrate standards of quality-of-service provisions, (internal) monitoring and evaluation of services, capacity building of service providers, multisectoral approach in response to cases, data collection, etc. Document and assess tested model(s) and use of results to feed into normative and advocacy processes.

Each area of work listed above will feed each other and used in normative and advocacy work as well as in designing model(s) that might be adjusted and replicated in other areas of BiH.

3. Timeframe: Start date and end date for completion of required services/results

The proposals are expected to cover period of 16 months, tentatively within June 2022 - October 2023.

4. Competencies:

a. Technical/functional competencies required:

This Call for Proposal is open to registered CSOs working in BiH. Applications are encouraged particularly from women's and human rights organizations which demonstrate sound experience in EVAW, gender-based discrimination, women's rights and/or tackling sexual violence and harassment work. More precisely:

Leading CSO (technical/functional competencies):

- strong experience in the one of areas for project interventions (normative and advocacy work, service(s) provisions)
- evidence-based programming, building on lessons learned and recommended practices, and ability to develop practices and solutions to be adapted and replicated in other communities
- sound experience in coordination of multiple partnership and management implementation of

complex project interventions including monitoring and evaluation of project activities and partners, financial and narrative reporting

- previous experience in cooperation with UN agencies

Partner CSOs (technical/functional competencies):

- experience in the one of areas for project interventions including:
 - Sound experience in normative and advocacy in particular legislative advocacy work including experience in consultation processes with various stakeholders
 - Experience in direct assistance to survivors of different forms of violence, provision of specialist support services and protection for survivors
 - Effective collaboration with and/or participation in multi-sectoral teams/coordination bodies for combating domestic violence

b. Other competencies, which while not required, can be an asset for the performance of services

- Human rights-based and gender-responsive approaches that place priority on promoting, protecting and fulfilling the human rights of women and girls as well as strengthening institutional capacities at local levels to eliminate all forms of discrimination against women.
- Focus on disadvantaged groups, including those living in poverty or otherwise especially excluded, and ensuring responsiveness to diversity.

Section 2

a. Instructions to proponents (Responsible Parties)

1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "UN Women Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 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.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at unwomen.bih@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

- 2.1 The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

3. Eligibility

- 3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-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.

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

5. Clarification of CFP documents

- 5.1 A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.
- 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, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.
- 6.2 In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

7. Language of proposal

- 7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English.
- 7.2 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 proposal

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, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent. (**Email subject line: BH-R-DS-023-22 – (name of proponent) – PROPOSAL**).

All proposals should be sent by email to the following secure email address: unwomen.bih@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 UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN 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 UNWOMEN inbox. UNWOMEN shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UNWOMEN in the dedicated inbox on or before the prescribed CFP deadline.

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

9. Clarification of proposal

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

10. Proposal currencies

10.1 All prices shall be quoted in Bosnia and Herzegovina Convertible Mark (BAM).

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

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.

11. Evaluation of technical and financial proposal

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

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

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

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

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

Formula for computing points:
 Points = (A/B) Financial Points

Example: Proponent A's price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B's price is \$20.00. Proponent B receives $(\$10.00/\$20.00) \times 30$ points = 15 points

12. Preparation of proposal

12.1 You are expected to examine all terms and instructions included in the CFP documents.

Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.

12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.

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

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

12.5 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.

12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

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

If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return this form indicating your reasons for non-participation.

13 Format and signing of proposal

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

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

14 Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

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 UNWOMEN.

Annex B-1
Mandatory requirements/pre-qualification criteria
[To be completed by proponents and returned with their proposal]

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

| Mandatory requirements/pre-qualification criteria | Proponent's response |
|---|--------------------------------|
| 1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent. | Reference #1: Reference #2: |
| 1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization | Yes/No |
| 1.3. Confirm proponent as an organization has been in operation for at least five (5) years ¹ | Yes/No |
| 1.4. Confirm proponent has a permanent office within the location area. | Yes/No |
| 1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP. | Yes/No |
| 1.6. Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation | Yes/No |
| 1.7. Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) ² . | |
| 1.8. Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list | Yes/No |

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

² Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

Annex B-2 Template for proposal submission

Mandatory requirements/pre-qualification criteria

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

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

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

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

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

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

1. The **problem statement** or challenges to be addressed given the context described in the TOR.

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

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

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

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

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

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

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

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

Monitoring and Evaluation Plan (max. 1 page)

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

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

Component 5: Risks to Successful Implementation (1 page)

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

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

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

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

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

| Result 1 (e.g. Output) Repeat this table for each result. | | | | |
|--|---------------------------------|--------------------------------|-------------|----------------|
| Expenditure Category | Year 1, [Local currency] | Total, [local currency] | US\$ | % Total |
| 1. Personnel | | | | |
| 2. Equipment / Materials | | | | |
| 3. Training / Seminars / Travel Workshops | | | | |

| | | | | |
|--|--|--|--|--|
| 4. Contracts | | | | |
| 5. Other costs ³ | | | | |
| 6. Incidentals | | | | |
| 7. Other support requested | | | | |
| 8. Support Cost (not to exceed 8% or the relevant donor %) | | | | |
| 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 (Document attached).

 (Signature)

(Seal)

(Printed Name and Title)

(Date)

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: _____

Annex B-3
Format of resume for proposed staff

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.

Annex B-4

Capacity Assessment minimum Documents

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

Governance, Management and Technical

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

Administration and Finance

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

Procurement

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

Client Relationship

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