

Annex B

CALL FOR PROPOSALS (CFP)

Strengthen and support Civil Society Organizations (CSOs) to design, implement and monitor programming on ending violence against women and girls

Section 1

CFP No. PA-TLS-2020-03

a. CFP letter for Responsible Parties

UNWOMEN plans to engage a Responsible Party as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address procurement.timor-leste@unwomen.org not later than 17.00 on 18 September 2020.

The budget for this proposal should be no more than USD 732,000. Of this amount, the majority of funds should be directed to funding CSOs and grassroots groups in Timor-Leste for strengthening their EAWG programming.

This UN-Women Call for Proposals consists of Two sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><u>Section 1</u></p> <ul style="list-style-type: none"> a. CFP letter for Responsible Parties b. Proposal data sheet for Responsible Parties c. UN Women Terms of Reference <p>Annex B-1 Mandatory requirements/pre-qualification criteria</p> <p><u>Section 2</u></p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents</p>	<p>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</p>

Interested proponents may obtain further information by contacting this email address: Kathryn.robertson@one.un.org or ubalda.alves@one.un.org



A briefing session about this opportunity will be held on Friday, August 21 at 11 am in the UN Compound in Dili. A maximum of 20 participants can be in the room (based on physical distancing guidelines). If you would like to attend in person, please RSVP to Ubalda Alves Ubalda.alves@one.un.org. The language of presentation will be in Tetum. There is also an option to participate via Zoom and translation to English will be available through this link. Please RSVP to receive this the link. The session will be recorded.

a. Proposal data sheet for Responsible Parties

Program/Project: Strengthen and support Civil Society Organizations (CSOs) to design, implement and monitor programming on ending violence against women and girls

Program official's name: Kathryn Robertson
Email: Kathryn.robertson@one.un.org

Telephone number: +670 7846 9915
Issue date: 18 August 2020

Requests for clarifications due:
10 September, 2020/17:00 OTL via email to
Kathryn.robertson@one.un.org or
Ubalda.alves@one.un.org

UNWOMEN clarifications to proponents due:
11 September, 2020/17:00 OTL

Proposal due: 18 September 2020 at 17:00 OTL

Planned award date: 19 October, 2020

Planned contract start-date/delivery date (on or before): 21 October 2020



a. **UN Women Terms of Reference**

a) **Background/Context for required services/results**

Introduction

To address the global challenges of VAWG, the European Union (EU) and the United Nations have partnered on a new multi-year programme, the EU-UN Spotlight Initiative. The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls. The overall vision of the Spotlight Initiative in Timor-Leste is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable Timor-Leste. The programme is aligned to the Timor-Leste “National Action Plan on Gender-based violence (2017-2021) and National SDG Roadmap, particularly on SDGs 5 and 16. It will contribute to the National Strategic Development Plan and reinforce Timor-Leste’s Development Plan and reinforce Timor-Leste’s implementation of commitments under the Beijing Platform for Action, the Concluding Observations of the CEDAW Committee, the Convention on the Rights of the Child, among other international obligations.

The program was globally launched in 2017 and began implementation in Timor-Leste in 2020. There are five UN agencies participating in the Timor-Leste Spotlight Initiative. There are the United Nations Entity for Gender Equality and Empowerment of Women (UN Women), the United Nations Development Programme (UNDP), the United Nations Children’s Fund (UNICEF), the United Nations Population Fund (UNFPA), the International Labour Organization (ILO). The Resident Coordinator’s Office (RCO) provides overall strategic oversight and coordination for the Spotlight Initiative within the UN, with UN Women acting as the Technical Lead.

Despite progress which has been made, violence against women and girls, and particularly intimate partner violence, remains widespread, with 38% to 59% of women in Timor-Leste between the ages of 15 to 19 experience violence in their lifetime¹. As stated at Timor-Leste’s State Progress Report on CEDAW in 2019 and the report for the Beijing Platform of Action +25, there is a need for a comprehensive approach to ending violence against women and girls. The Spotlight Initiative will contribute to the elimination of domestic violence, including intimate partner violence (DV/IPV), by responding to the needs of women and girls and addressing the underlying causes of violence against women and girls, using a multi-sectoral and intersectional approach across the ecological model. This will involve strengthening and widening partnerships and solidarity across civil society, government, media, private sector and development partners.

Civil society organizations (CSOs) play a crucial role in advancing shared strategic objectives to promote gender equality, women’s rights and empowerment as well as addressing VAWG at all levels. CSOs continue to be an important constituency, working to hold the government accountable in order to deliver on commitments. However, despite the potential of civil society and women groups to advance women’s rights, including ending VAWG, they have faced gaps in funding, strategy and capacity.

It is important to advance the Sustainable Development Goals (SDGs) principle of national ownership and the commitment to leave no one behind. These are both key goals of the Spotlight Initiative. Civil society networks and organizations have been accorded a unique role in the design, implementation, monitoring and evaluation of the Spotlight Initiative at country

¹ The Asia Foundation 2016. *Understanding Violence against women and children in Timor-Leste. Findings from The Nabilan Baseline Study: Summary Report*. The Asia Foundation. Dili



level. This will be an opportunity to further empower CSOs, particularly those which work locally and at the grassroots.

About UN Women

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is grounded in the vision of equality enshrined in the Charter of the United Nations. It 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. UN Women also coordinates and promotes the UN system's work in advancing gender equality, and in all deliberations and agreements linked to the 2030 Agenda. The entity works to position gender equality as fundamental to the Sustainable Development Goals, and a more inclusive world.

Current developments

The umbrella organization of civil society in Timor-Leste is the Forum National of Timor-Leste (FONGTIL), which has 305 members spread out across the country.² Rede Feto is the umbrella organization of women's organizations, currently has 40 members and is a member of FONGTIL. From the total membership of FONGTIL, there are 50 organizations that focus on VAWG prevention and providing service to women and girl survivors of violence. There are also a number of organizations working with youth, faith based organizations and women's groups or women's associations both at national and local levels which are not members of FONGTIL but are also involved in key areas of work related to violence against women and girls. There are also other groups which work with people who are marginalized; for example organizations representing persons with disabilities (DPOs) and the Lesbian, Gay, Bisexual, Transgender and Inter-sex (LGBTI) community.

Most CSOs maintain a collaborative relationship with Government. Some CSOs working on violence against women and girls receive grants from the following sources:

- Civil Society Fund which operates under the Office of the Prime Minister
- Ministry of Social Solidarity and Inclusion for provision of services to survivors of violence
- Secretary of State for Equality and Inclusion for advocacy as well as women's economic empowerment (WEE)
- International Non-Governmental Organizations
- Institutional or individual donors (from bilateral or multi-lateral organizations, foundations or private sector and individual donors)

In addition to receipt of funding, CSOs also interact with government on policy dialogue and advocacy.

Despite their important role, women's organizations in Timor-Leste are historically under-funded and overly reliant on funding sources that do not meet their core organizational needs. The funding available to women's organizations working on VAWG is generally inadequate to meet the diverse needs of survivors. For many civil society organizations, the dependence on Government funding can also limit their ability to raise concerns with the Government related to implementation of commitments or gaps in action.

² FONGTIL Database in 2019.



This situation compromises the sustainability of organizations. It contributes to organizations spending their time to meet donor demands rather than focusing their efforts on meeting the needs of their primary beneficiaries. It also limits the organizations' core capacities (strategically managing its resources and people). Funding and capacity development opportunities offered by donors may not align with the strategy and needs of particular groups.

Groups representing marginalized people such as those women and girls with disabilities, women living with HIV/AIDS, young mothers, youth and women living in rural areas, people from the lesbian, bisexual, transgender and intersex (LBTI) community, and domestic workers are among groups that have had less support to establish organizations. Their groups may not meet the criteria or have the ability to access opportunities for funding and exposure to capacity development opportunities.

Capacity development and assistance to seek funding is included in the programming of FONGTIL and Rede Feto, but both networks have limited human and financial resources to deliver trainings, mentoring or accompaniment. Some groups may want to become formally established as a CSO, but lack the supports, both financial and technical, to do this.

To respond to this, Pillar 6 of the Spotlight Initiative seeks to strengthen the institutional capacity of CSOs in order to enhance their work on VAWG, contribute to their sustainability and advance the Sustainable Development Goal principle of national ownership. The vision of Pillar 6 is to enable local CSOs to be in a better position by the end of the Spotlight Initiative to access sustainable sources of funding and implement initiatives effectively and to implement quality service delivery and advocacy to prevent and respond to VAWG.

b) **General Overview of services required/results**

UN Women seeks a registered non-government organisation (and preferably a collaboration between multiple organizations under a lead organization) “To Strengthen and Support Capacity of CSOs to design, implement and monitor programming on ending violence against women and girls”. This is a key part of the work under Pillar 6: *Women's rights groups, autonomous social movements and relevant CSOs, including those representing youth and groups facing multiple and intersecting forms of discrimination/marginalisation, more effective influence and advance progress on GEWE and ending VAWG, including DV/IPV.*



2. Description of required services/results

In order to implement this component, UN Women Timor-Leste Country Office requires an organization or partnering organizations with capacity to carry out the following activities:

- Facilitate **institutional capacity assessment** of **emerging CSOs and grassroots groups** representing marginalized women and girls, activists and advocates
- Deliver **technical assistance informed by capacity assessments** to increase readiness of organizations to access EAWG funds from both national and international sources.
- Facilitate opportunities for local and grassroots CSOs to access funds for strengthening their EAWG programming. These funds will be used to support their organizational development in EAWG programming so they can:
 - Prioritize critical **capacity actions** to bolster their governance, management capacity and structures
 - Enhance their internal governance capacities of organizations through improvements in **organizational policies and identification of key legal and regulatory frameworks** (for example codes of conduct on sexual exploitation and abuse and sexual harassment, domestic violence, human resources policies, financial management policies, legal registration)
 - Enhance their capacity to undertake **evidence-based advocacy and service delivery** with concrete results
 - Enhance **project cycle management skills**, including project formulation, managing budget and finance, project implementation, monitoring, evaluation, learning and reporting
 - Access training on the **fundamentals of gender equality, lobbying, and advocacy** especially as they relate to ending EAWG
 - Access training on **collecting and using data** as evidence for lobbying and advocacy
 - Receive mentoring on **leadership skills** to play an active role in communities in preventing and responding to VAWG and caring for organizations and people (including self-care)
 - Access training on **proposal writing and donor liaison**
 - Facilitate **dialogue with development partners, government and private sector donors** for strengthening ownership of EAWG efforts
 - Support design of public **communication tools to raise the profile of organizations** (some nationally and some internationally)
- **Identify funding opportunities** for local organizations, including the assessing barriers to accessing funds, building awareness of regional and global funding on EAWG and exploring potential for a self- sustaining fund for women’s rights
- Provide **analysis and documentation** of funding barriers and collaborate with UN Women toward engaging the Office of the Prime Minister and other funding mechanisms to **develop guidelines on support to EAWG granting,**



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

October 2020 to December 2021

Phase I (2020): preparation and inception

Phase II (2021): implementation, monitoring and assessment

4. Competencies:

Technical/functional competencies required:

- Organizational experience and credibility on programming for ending violence against women and girls, gender and development
- A proven commitment to delivery of results in a professional manner (able to provide records of successful projects)
- Expertise in results-based management for CSOs and grassroots groups
- Proven experience and success in capacity development and technical support to CSOs and grassroots groups
- Relevant experience in partnerships with UN Women, other UN agencies, government of Timor-Leste, or other development actors
- Has internal programmatic, administrative and financial processes in place to ensure delivery of quality, cost-effective and timely programme results
- Has grassroots presence/outreach in relevant communities
- Has adequate numbers of professional staff with adequate qualifications and experience
- Previous experience with UN Women, other UN agencies or significant non-government donors

Governance and management structures:

- Officially registered in Timor-Leste (in a consortium or joint proposal one organization must have this status)
- Has a Board of Directors/ managing committee or an appropriate governance structure which are politically impartial, and review key decisions affecting strategy, partnerships, programmes, finance and procurement.
- Key decisions are subject to review by a committee of the Board.
- Has no conflict of interest between staff in the organization and UN Women.
- Has an anti-fraud and corruption policy and consistently implements the policy
- Has in place policies and procedures regarding data privacy and data protection
- Has gender considerations reflected by proportion of women in management and Board of Directors.
- Has the capacity to follow the UN Protocol on Allegations of Sexual Exploitation and Abuse, including reporting requirements to UN Women

Financial and administrative structures:

- Has and follows written and transparent financial and administrative rules and regulations
- Has a clear system for procurement and subcontracting with appropriate checks and balances
- Has clear documented procedures and internal controls governing the payment cycle (requisition, approval, disbursement versus cash, vouchers etc.);
- Has segregation of duties in receipt and management of funds. Payments require two or more signatures;
- Is subjected to regular external audits (separate from donor mandated programme specific audits);

- Previous unqualified audits available for the past 3 years;
- Has a sustainable financial position

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

- Experience managing programmes funded by the European Union
- Joint applications or consortium involving organizations representing diverse stakeholders are strongly encouraged (noting that submission should be made by one organization as the overall lead or coordinating entity)



Annex B-1

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

Call for proposal:

Description of Services: Strengthen and support Civil Society Organizations (CSOs) to design, implement and monitor programming on ending violence against women and girls

CFP No.: PA-TLS-2020-03

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 ³	Yes/No
1.4. Confirm proponent has a permanent office or base 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) ⁴ .	Yes/No

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

⁴ [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



<p>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</p>	<p>Yes/No</p>
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CFP No. PA-TLS-2020-03

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 UNWomen 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 "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 UN WOMEN, Kathryn Robertson, Program Specialist Spotlight Initiative by email at kathryn.robertson@one.un.org or Ubalda Alves, National Program Officer for Capacity Development for Spotlight Initiative at ubalda.alves@one.un.org Proponents must not communicate with any other personnel of UN WOMEN 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. All proposals should be sent by email to the following secure email address: procurement.timor-leste@unwomen.org

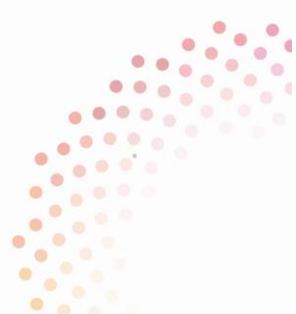
8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN after the due date and time may be rejected.

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 proposals

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 US dollars.

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 TOR (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 prorated 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 initialed 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 16 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.



Annex B-2
Template for proposal submission

Call for proposal

Description of Services: Strengthen and support Civil Society Organizations (CSOs) to design, implement and monitor programming on ending violence against women and girls

CFP No.: PA-2020-TLS-03

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. Where more than one organization are submitting under a coordinating organization, the capacities of all organizations should be reflected in the proposal. Key elements to be covered in this section include:

1. Nature of the proposing organization (or organizations if involving collaboration between different organizations)– 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 and values) - 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 7% 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 ⁵				
6. Incidentals				
7. Other support requested				
8. Support Cost (not to exceed 7% or the relevant donor %)				
Total Cost for Result 1				

⁵ "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____



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

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

_____ (Seal)

(Signature)

(Printed Name and Title)

(Date)



Annex B-3
Format of resume for proposed staff

Call for proposal

Description of Services: Strengthen and support Civil Society Organizations (CSOs) to design, implement and monitor programming on ending violence against women and girls

CFP No: CFP No. PA-TLS-2020-03

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

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

Employment Record/Experience

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

References

Provide names and addresses for two (2) references.



Annex B-4

Capacity Assessment minimum Documents

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

Call for proposal

Description of Services: Strengthen and support Civil Society Organizations (CSOs) to design, implement and monitor programming on ending violence against women and girls

CFP No.: PA-TLS-2020-003

Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization(s)	Mandatory
Organigram of the organization(s)	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 Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	Mandatory

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	Optional

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	Optional

Client Relationship

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

