Call for Proposals

(For Budget less than $250,000)

For NGOs, Academic Institutions and Registered Community Based Organisations

Under the UN Women project

Protection, Response and Preparedness to Address Needs of Displaced and Vulnerable Women in Gaza

**CFP No. UNW-JAP-GZA-001**

Section 1 – CFP letter

UN WOMEN plans to engage Responsible Parties as defined in accordance with these documents. UN WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UN WOMEN at the address specified not later than **3:00 PM** on **18 March 2018**.

This UN WOMEN Call for Proposals consists of four sections and a series of annexes that will be completed by proponents and returned with their proposal:

CFP section 1: CFP letter (this document)

CFP section 2: Proposal data sheet

CFP section 3: Instructions to proponents

CFP section 4: UN WOMEN Terms of Reference

**CFP forms to be returned (mandatory):**

Annex B2-1 Proposal/no proposal confirmation form

Annex B2-2 Mandatory requirements/pre-qualification criteria

Annex B2-3 Template for proposal submission

Annex B2-4 Format of resume for proposed staff

Annex B2-5 Capacity Assessment Document Checklist

Interested proponents may obtain further information by contacting this email address:

[palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org)

Call for Proposal (CFP)

**CFP No. UNW-JAP-GZA-001**

Section 2: Proposal data sheet

**Program/Project:** Protection, Response and Preparedness to Address Needs of Displaced and Vulnerable Women in Gaza

**Program official’s name:** Protection, Response and Preparedness to Address Needs of Displaced and Vulnerable Women in Gaza

**Email:** [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org)

**Telephone number:** 02-62-80450

**Issue date:** 1 March, 2018

**Requests for clarifications due *via e-mail***

**Date:** 11 March 2018

**Time:** 3:00 PM **:**

**Email:** [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org)

**UNWOMEN clarifications to proponents due**

**Date:** 11 March 2018

**Time:** 3:00 PM

**Proposal due**

**Date:** 18 March 2018

**Time:** 3:00 PM

**Planned award date:** 22 March 2018

**Planned contract start date:** 15 April 2018

Call for Proposal (CFP)

**CFP No. UNW-JAP-GZA-001**

Section 3: Instructions to proponents

1. Introduction
   1. UN WOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Responsible Party (Non-Governmental Organization, Community Based Organizations(CBOs) and Academic Organizations).
   2. A description of the services required is described in CFP Section 4 -Terms of Reference.
   3. UN WOMEN may, at its discretion, cancel the services in part or in whole.
   4. 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.
   5. 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.
   6. Effective with the release of this CFP, all communications must be directed only to UN WOMEN Palestine Procurement, by email at palestine.registry@unwomen.org.
   7. Proponents must not communicate with any other personnel of UN WOMEN regarding this CFP.
2. Cost of proposal

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

1. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2-2. See paragraph 10 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 B2-2. UN WOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

1. Clarification of CFP documents

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

4.2. 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.

1. Amendments to CFP documents

5.1. 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.

5.2. 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.

1. Language of proposal
   1. The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English Only.
   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.
2. Submission of proposal

7.1. Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, 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: [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org)

7.2 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 UN WOMEN after the due date and time may be rejected.

7.3 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.

7.4 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

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

8. Clarification of proposals

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.

1. Proposal currencies

**All prices shall be quoted in New Israeli Shekel (NIS) (THE FINANCIAL PROPOSAL)**

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.

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

1. Mandatory/pre-qualification criteria

10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement 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.

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

1. Evaluation of technical and financial proposal
   1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
      1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of a Committee for Partners’ Assessment (CPA) 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** | Technical description and appropriateness/adequacy of approach | **40 points** |
| **2** | Relevance and technical capacity: (See Capacity Assessment Checklist)   * proposed staffing (number and expertise) for the services to be delivered; * organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required * relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors | **15 points** |
| **3** | Governance and management capacity: (See Capacity Assessment Checklist)   * Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation * Overall governance/management structure of the proponent organization | **8 points** |
| **4** | Financial and administrative management capacity: (See Capacity Assessment Checklist) | **7 points** |
|  | **TOTAL** | **70 points** |

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

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost.  
  
Formula for computing points:  
Points = (A/B) Financial Points  
  
Example: Proponent A’s price is the lowest at $10.00. Proponent A receives 30 points. Proponent B’s price is $20.00. Proponent B receives ($10.00/$20.00) x 30 points = 15 points

1. **Preparation of proposal**

You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent’s own risk and may result in rejection of proponent’s proposal.

* 1. Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.
  2. Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
  3. The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
  4. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
  5. Proponent’s proposal shall include all of the following labelled annexes:

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

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

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

|  |  |
| --- | --- |
| Part of proposal | Mandatory Requirements/pre-qualification criteria (**Annex B2-2** hereto) |
| Part of proposal | **Template for proposal submission (Annex B2-3)** |
| Part of proposal | **Resumes of proposed team members with prescribed information (Annex B2-4)** |
| Part of proposal | **Capacity Assessment Document Checklist (Annex B2-5)** |

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.

**Pre-submission:**

Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal.

|  |  |
| --- | --- |
| Stand-alone document | Proposal/no proposal confirmation form (**Annex B2-1** hereto) |

1. 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.

1. 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 One year with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Section 4: UN Women Terms of Reference

**“Protection, Response and Preparedness to Address Needs of Displaced and Vulnerable Women in Gaza” Programme**

**Introduction**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the center of all its efforts, UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States’ priorities and efforts builds effective partnerships with civil society and other relevant actors.

Since 2013, UN Women and OCHA have been working closely to support the Humanitarian Country Team in oPt to ensure gender responsive humanitarian action is tailored to the differentiated needs of Palestinian women, men, girls and boys and demonstrates greater accountability to gender equality and human rights principles. The partnership between OCHA and UN Women has effectively succeeded in mobilizing action, accountability and leadership amongst humanitarian partners for strengthening gender focus in humanitarian coordination in oPt. This is demonstrated by the increased visibility of gender related needs and concerns, inclusion of gender coordination mechanisms in humanitarian coordination architecture, and increased cluster capacity and response to humanitarian gender priorities.

In the framework of the 2018 humanitarian response plan (HRP) which highlights the urgency of responding to gender based vulnerabilities and needs that exist across humanitarian sectors**[[1]](#footnote-1)**; IASC Guidelines for GBV Interventions; UN Women strategic plan impact area 4” **Women’s leadership in peace and security, humanitarian action, and recovery efforts in Palestine**” and building on UN Women’s experience in providing multipurpose and gender responsive services to vulnerable groups of women including displaced women and women with disabilities, UN Women plans to implement this 12 months project in cooperation with civil society partners and humanitarian sectors and clusters and that to improve displaced and vulnerable women’s accessibility to multi-sectoral services, protection and economic support in Gaza, which will lead to improved and collective protection, response and preparedness efforts.

**Background**

With the Gaza blockade entering its eleventh year, the Gaza Strip continues to face a protracted humanitarian crisis that has profound consequences on the lives of the population. The last Israeli military offensive in 2014, codenamed “Protective Edge" led to continued human suffering with an estimated 11,700 Gazan families (almost 60,000 people) of which about 10 per cent are female-headed households remained displaced and are living with host families, in rented apartments, prefabricated units, or in the rubble of their previous homes. Humanitarian needs remain enormous with over 80% of the Gazan population in need of assistance.

Women and girls in the Gaza Strip have been disproportionately affected by the 2014 Israeli offensive in multiple aspects of life. This has exacerbated pre-existing vulnerabilities stemming from the longstanding Israeli blockade and the discrimination against women within the Palestinian society. Of particular concern is the situation of internally displaced women, women and girls with disabilities, elderly women and women survivors of violence.

In the third quarter of 2016, the unemployment rate among females in Gaza rose to a staggering 60%. A gender wage gap persisted, with the average daily wage for Palestinian women reaching NIS 81.9, compared with NIS 108 for men.The high unemployment among women which is double the equivalent rate in 2007 (30%), prior to the imposition of the blockade (PCBS, 2015) provides strong evidence that the labor market in Gaza is barely functioning. The strict social codes of segregation between men and women meant that women and girls are confined to the private sphere of their homes and are mainly reliant on male family members for their livelihoods as well as access to critical information about the security situation, work opportunities, humanitarian assistance and services. Added to that, an increase in incidence of domestic violence has been recorded in Gaza over the past years, which is largely attributed to the impact of the occupation, the internal Palestinian political divide, high poverty and unemployment and the overall restrictions on movement of people and goods as enforced by the blockade**.** According to one of the most recent researches on GBV in Gaza, 39.6% of women reported to have experienced at least one type of domestic violence during the 11 months following the summer of 2014. The most common form of violence was of psychological nature.

Disability is one main source of vulnerability that leads to gender based discrimination. Women with disabilities are usually victims of two-fold discrimination; as women and as persons with disabilities. Although women with disabilities experience many of the same forms of violence that all women experience, hence vulnerabilities stemming from gender inequalities and disability intersect; violence takes on different forms and has more serious consequences on their wellbeing, mobility and access to services. According to recent research conducted by the Women’s Affairs Centre in 2016, 2.4% of the total population from Gaza suffers from disabilities, 45% of them are females who face particular challenges and discrimination. According to the research 59% of the research respondents (total of 988 women with disabilities) have suffered of one form of violence, 31% have reported being subjected to neglect and house confinement, 23.8% were denied the right to get married and start a family. While confronted with many legal and psychosocial challenges, 91% of the respondents had never received legal services and 33.9% believed that the availability of psychosocial support was limited. These challenges come against a reality of limited availability of tailored services to women with disabilities. During the latest crisis in Gaza, women with disabilities had reported fearing for their life and how difficult it was for their families to evacuate them. They had also reported the availability of limited services in collective centres to accommodate for their special needs. 65.4% of the respondents in WAC research have reported that services generally available to them in Gaza were limited and only 28.9% had information about the work of different NGO actors.

In Palestine, elderly women are more vulnerable to poverty, marginalization, and disease compared to elderly men. In 2010, 25 per cent of the elderly were assessed to be poor, even though they represent 4.4 per cent of the total population. This means that the elderly represents 5 per cent of the total number of poor people in the oPt and that the elderly is poorer than the rest of the population. There is no social security system in place to ensure a decent life for the elderly and to provide the different life requirements, such as housing, healthcare, income, disability needs, and food, especially food that reduces the risk of chronic disease, Palestinians are expected to continue to depend on their children in their old age instead of social security, the burden of this care role is often placed on the shoulders of women.

Gaza protracted humanitarian crisis has created gender based vulnerabilities. Responding to the needs of women who are most vulnerable calls for integrated and tailored sectoral responses that would ensure “no one is left behind”.

**Description of Required Services**

In the framework of the 2017 humanitarian response plan (HRP) which highlights the urgency of responding to gender based vulnerabilities and needs that exist across humanitarian sectors ; IASC Guidelines for GBV Interventions; UN Women and OCHA joint action plan on Engendering Humanitarian Action (2015-2017) and building on UN Women’s experience in providing multipurpose and gender responsive services to vulnerable groups of women including displaced women and women with disabilities, UN Women project aims to assist and mobilize women who are most vulnerable in Gaza through improving their accessibility to multi-sectoral services, protection and economic support. This will address their most urgent humanitarian needs and support their coping mechanisms.

This is articulated around the following outcomes:

**Outcome 1: Displaced and vulnerable women (women and girls with disabilities, elderly women and women survivors of violence) have improved access to economic opportunities and gender responsive humanitarian services in Gaza**

**Outcome 2. Strengthened gender focus in humanitarian action in Palestine**

**In line with the project results frame, UN Women Palestine Country Office welcomes proposals for partnerships to** Implement activities and deliver services to vulnerable women and girls under the following outcome/output areas:

**Group A**

**Outcome 1: Displaced and vulnerable women (women and girls with disabilities, elderly women and women survivors of violence) have improved access to economic opportunities and gender responsive humanitarian services in Gaza**

* Output 1.1: 6 Service providers have knowledge and skills to offer gender responsive services to vulnerable women and girls.
  + Conduct an analysis to deepen understanding of gender based vulnerabilities at a sectoral level and ensure a more gender sensitive determination and response to humanitarian needs.
  + Co-design and implement tailored capacity building of service providers (GBV, psychosocial, legal and health) on quality and coordinated services/responses designed to address gender based vulnerabilities. For this, findings of the analysis on gender based vulnerabilities will be utilized as evidence base.
* Output 1.2: 1550 Displaced women, women and girls with disabilities, elderly women and women survivors of violence have an improved access to quality multi -sectoral services in Gaza
  + In coordination with UN Women and relevant stakeholders, provide GBV case management, psychosocial & legal assistance, and referral services to vulnerable women and girls (displaced women, women and girls with disabilities and elderly women) and their families
  + Provide physical rehabilitation support conducted by trained female physiotherapists (also beneficiaries of cash for work opportunities) to elderly women and women and girls with disabilities.
  + Provide facilitative equipment like wheelchairs, special mattresses, hearing aids, etc. to elderly women and women and girls with disabilities
  + Establish a Help line for elderly women and women and girls with disabilities on operational service providers including those identified by CP-GBV SOPs and referral pathways
  + Conduct awareness raising on GBV and disability
  + Awareness raising dialogues with men (HeForShe dialogues) http://www.heforshe.org/en
  + Provide training and support to women from vulnerable backgrounds to act as

experts and demand better quality multi-sector services

**Group B:**

**Outcome 1: Displaced and vulnerable women (women and girls with disabilities, elderly women and women survivors of violence) have improved access to economic opportunities and gender responsive humanitarian services in Gaza**

Output 1.3. **125** Displaced women, women with disabilities and women survivors of violence access income generation opportunities (through cash for work modality)

* + Conduct rapid business needs assessment of displaced women, women with disabilities and women survivors of violence covering different areas of the Gaza Strip (with a focus on most marginalized and affected by conflict for examples residents of access restricted area)
  + Conduct training, peer to peer learning, and skills development for vulnerable women.
  + Develop and implement skill-matching cash for work progarmme targeting displaced women, women with disabilities and women survivors of violence.

**Organizations applying to this Call for Proposals can submit proposals targeting one group only from among the two groups listed above in a single proposal. One single organization cannot submit two proposals targeting the two groups.**

**In all cases, budgets of the proposals (submitted in local currency) against group 1 or group 2 cannot exceed the maximum amount set for this call: USD 250,000.**

**Institutional Arrangement**

The selected organization(s) will sign a Project Cooperation Agreement (PCA) with UN Women. A competitive selection process will take place to identify the potential partners. The organization will be selected only if it has proven capacity to deliver the proposed outputs/activities. The organization’s capacity will be assessed by UN Women as per UN Women’s policy and procedures.

**Reporting**

The selected partner will work closely with UN Women during project implementation and will provide quarterly narrative and financial reports in line with UN Women guidelines and requirements.

**Timeframe**

The project will commence as of 15 April 2018 for a total of 11 months to operationally and financially close on 15 March 2019.

**Competencies**

In the selection of partners, the following competencies will be considered:

1. Soundness of technical competency described in the approach to the outcome/outputs as described in the Terms of Reference for the Call for Proposals.
2. Capacity to deliver expected results: governance and management competency, and financial and administrative competency.
3. Relevance of the mandate and the role of the organization to implement expected results and to contribute to the sustainability of said results.

**Annex B2-1**

Call for Proposal

Description: Protection, Response and Preparedness to Address Needs of Displaced and Vulnerable Women in Gaza

CFP No. UNW-JAP-GZA-001

Proposal/no proposal confirmation form

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

|  |  |  |
| --- | --- | --- |
|  |  | Date: |
| To: | UNWOMEN | Email: |
| From: |  |  |
|  |  |  |
|  |  |  |
| Subject | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

( ) The requested products are not within our range of services

( ) We are unable to submit a competitive proposal for the requested services at the moment

( ) We cannot meet the requested terms of reference

( ) Your CFP is too complicated

( ) Insufficient time is allowed to prepare a proposal

( ) We cannot meet the delivery requirements

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)

( ) Other (please provide reasons)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) We would like to receive future CFPs for this type of services

( ) We don’t want to receive CFPs for this type of services

If UNWOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, phone/email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will be able to assist.

Annex B2-2

Description: Protection, Response and Preparedness to Address Needs of Displaced and Vulnerable Women in Gaza

CFP No. UNW-JAP-GZA-001

Mandatory requirements/pre-qualification criteria

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

|  |  |
| --- | --- |
| Mandatory requirements/pre-qualification criteria | Proponent’s response |
| * 1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent. | Reference #1:  Reference #2: |
| * 1. Confirm proponent is duly registered or has the legal basis/mandate as an organization | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area. | Yes/No |
| * 1. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP. | Yes/No |
| 1.6 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 placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s) | Yes/No |

Annex B2-3

Call for proposal

Description: Protection, Response and Preparedness to Address Needs of Displaced and Vulnerable Women in Gaza

CFP No. UNW-JAP-GZA-001

Template for proposal submission

|  |
| --- |
| **Mandatory requirements/pre-qualification criteria** |

Proponents are requested to complete form Annex B2-1 and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. 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.

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

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

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

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

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

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

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

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will 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

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

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

**Implementation Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project No: | | Project Name: | | | | | | | | | | | | | |
|  | Name of Proponent Organization: | | | | | | | | | | | | | | |
|  | Brief description of Project | | | | | | | | | | | | | | |
|  | | | Project Start and End Dates: | | | | | | | | | | | | |
|  | Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result | | | | | | | | | | | | | | |
| List the activities necessary to produce the results Indicate who is responsible for each activity | | | | Duration of Activity in Months (or Quarters) | | | | | | | | | | | |
| Activity | | Responsible | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1.1 | |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 | |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 | |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 | |  | |  |  |  |  |  |  |  |  |  |  |  |  |

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

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

• How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan

• How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received

• How the participation of community members in the monitoring and evaluation processes will be achieved

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

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

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

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

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

* Include only costs which directly 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 you will be able to make do for less.
* The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
* Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
* 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 [[2]](#footnote-2) |  |  |  |  |
| 6. Incidentals |  |  |  |  |
| 7. Other support requested |  |  |  |  |
| 8. Contingency (max. 5%) |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |

Annex B2-4

Call for proposal

Description: Protection, Response and Preparedness to Address Needs of Displaced and Vulnerable Women in Gaza

CFP No. UNW-JAP-GZA-001

**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 B2-5

Call for proposal

Description: Protection, Response and Preparedness to Address Needs of Displaced and Vulnerable Women in Gaza

CFP No. UNW-JAP-GZA-001

**Capacity Assessment Document Checklist**

**For Potential Implementing Partners/Responsible Parties**

**Governance, Management and Technical**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| 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 | Mandatory |  |

**Administration and Finance**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| Administrative and Financial Rules of the organization | Mandatory |  |
| Internal Control Framework | Mandatory |  |
| Audited Statements of last 3 years | Mandatory |  |
| List of Banks |  |  |
| Name of External Auditors |  |  |

**Procurement**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| Procurement Manual | Mandatory |  |
| Procurement Code of Conduct | Mandatory |  |
| List of main suppliers / vendors |  |  |

**Client Relationship**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| List of main clients / donors | Mandatory |  |
| Two references | Mandatory |  |
| Past reports to clients / donors for last 3 years |  |  |

1. The 2018 Humanitarian needs overview has identified gender based vulnerabilities in relation to the differentiated impact of the humanitarian context on men, women, boys and girls, their differentiated access, and differentiated coping mechanisms under the following sectors/themes (Protection: Food Security and livelihoods, and access to basic services). [↑](#footnote-ref-1)
2. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-2)