**Call for Proposal (CFP) for Responsible Parties**

**Section 1**

CFP No. UNW-2022-002

1. **CFP letter for Responsible Parties**

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

Proposals must be received by UN Women at the address specified not later than 18:00 (Palestine time) on **20 March 2022.**

**The budget range for this proposal should be**: ILS750,000 (min) – ILS800,000 (max)

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| **This UN Women Call for Proposals consists of Two sections:** | **Annexes to be completed by proponents and returned with their proposal (mandatory)** |
| **Section 1**  | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| 1. CFP letter for Responsible Parties
2. Proposal data sheet for Responsible Parties
3. UN Women Terms of Reference

**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 |
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| 1. Instructions to proponents
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Interested proponents may obtain further information by contacting this email address: palestine.registry@unwomen.org

1. **Proposal data sheet for Responsible Parties**

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| **Programme/Project: “Protecting and Strengthening the Resilience of Women and Girls Affected by the May 2021 Escalation/Conflict in Gaza ” Programme** | **Requests for clarifications due:** |
|  | **Date: 24 February 2022** | **Time: 18:00 Palestine Time** |
| **Program official’s name: Abdelrahman El-Assouli**  | **(via e-mail:** **palestine.registry@unwomen.org****)** |
|  |  |
| **Email:** **palestine.registry@unwomen.org** | **UN Women clarifications to proponents due: [if applicable]** |
|  | **Date: 3 March 2022** | **Time: 15:00 Palestine Time** |
| **Telephone number: 02-62-80450** |  |
|  | **Proposal due:** |
| **Issue date: 17 February 2022** | **Date: 20 March 2022** | **Time: 18:00 Palestine Time** |
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|  | **Planned award date:** |  |
|  | **1 May 2022** |  |
|  | **Planned contract start-date / delivery date:** |
|  | **1 May 2022 - 28 February 2023 (10 months)** |

1. **UN Women Terms of Reference**

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| 1. **Introduction**

**“Protecting and Strengthening the Resilience of Women and Girls Affected by the May 2021 Escalation/Conflict in Gaza ” Programme**On 20 May 2021, after 11 days of the worst conflict since 2014, Israel and militants in Gaza agreed to a cessation of hostilities. Casualties were recorded on both sides, including more than 260 dead in Gaza (including 39 women and 66 children) according to the Palestinian Authority (PA) and the Office of the UN High Commissioner for Human Rights (OHCHR), along with considerable destruction of residential and commercial buildings. Exacerbated by previous trauma, this renewed round of violence had a particularly serious impact on women’s and children’s mental health as they are more susceptible to the effects of high levels of stress .Cycles of violence and conflict in Gaza affect women and men, girls and boys in different ways. Men and boys face a high risk of deaths and injuries as a result of violent conflict whereas women and girls suffer disproportionately from other consequences of conflict, such as from the lack of reproductive health services, the responsibility to care for injured family members during and after the conflict, as well as lack of accessible and adequate support to address increased risks of gender-based violence (GBV). Based on preliminary data collection and lessons learnt from gender analyses of previous escalations, the ongoing crisis has exacerbated gender-specific risks and vulnerabilities and resulted in higher scale of humanitarian needs among women, girls, men and boys in Gaza.To address the risks that women and girls face during and after conflict, immediate priorities should include (i) collecting sex- and age-disaggregated data on the needs of households and individuals related to social assistance and livelihood programmes as well as types of essential services (WASH, electricity, urban, social protection and GBV related); (ii) supporting service providers and NGOs to continue offering GBV case management, gender responsive cash and voucher assistance, reproductive and maternal health services as well as psychosocial, legal, and health support for women and children related to GBV and safety needs; and (iii) ensuring women and/or NGOs representing women are actively participating in decision-making committees or task forces on rehabilitation/reconstruction efforts while also ensuring confidential citizen feedback mechanisms are developed in gender-responsive and survivor-centred way, including for any Prevention against Sexual Exploitation and Abuse (PSEA)-related complaints. Factoring in all the above and building on years of investment in supporting the resilience and protection of women and girls affected by conflict in Palestine, UN Women is inviting proponents to submit proposals to implement 10-month project that aims to provide gender sensitive humanitarian responses to mitigate/reduce the impact of the Gaza May 2021 escalation on women and girls, build their resilience, and promote their protection and participation in post conflict recovery in Gaza per the description below. |
| 1. **Description of required services/results**

**Important Note:** * UN Women will accept applications from:
1. Individual proponents
2. Two organizations submitting a joint technical and financial proposal. The proposals should identify a lead applicant and a co-implementing partner. The lead applicant will be the one evaluated against UN Women’s eligibility criteria set out in this Call for Proposals.
* Both individual proponents’ and joint proposals’ submissions can mention sub-implementing partners (e.g. grassroots organizations, informal networks, specialized agencies…) in their project proposal to carry out specific project activities.
* All individual applicants and lead applicants (in the case of joint proposals) must be registered in Palestine as national/local non-governmental and non-profit organizations **and must have field presence in Gaza**.
* Joint proposal submissions are highly encouraged.
* The geographical focus should be North Gaza governorate and Gaza City.
* UN Women reserves the right to exclude proponents and submissions that do not meet these requirements.

In the framework of the priorities outlined above, UN Women Palestine Country Office welcomes proposals against the following output areas and activities. **Outcome 1. Women and girls affected by conflict will lead, participate in, and benefit from protection, relief and response efforts in Gaza.****Output 1.1. 160 conflict affected and at-risk women have increased access to income opportunities, required assets, skills and partnerships in Gaza.****Activity 1.1.1.** Conduct training, peer to peer learning, and skills development for vulnerable women in preparation for their engagement in cash for work **Activity 1.1.2.** Provide 160 skill-matching cash for work opportunities for women who have been affected by the escalation (i.e. women IDPs, women with disabilities, women heads of households, widows, women survivors of violence etc.).**Output 1.2. 3,935 conflict-affected and at-risk women and girls have increased access to multi-sectorial services, including GBV prevention and response in Gaza.****Activity 1.2.1.** Provide GBV case management and referral support to 150 women survivors of violence following the protection cluster GBV case management SOPs and referral pathways**Activity 1.2.2.** Provide (40) group and individual legal counselling and referral particularly new widows, IDP women, and women survivors of GBV. **Activity 1.2.3.** Provide (40) structured group and (125) individual psychosocial assistance to women and girls particularly new widows, IDP women and women survivors of GBV.**Activity 1.2.4.** Provide awareness raising to 1500 men, girls and boys on GBV and GBV consequences to change behaviours and attitudes around GBV, to increase the reporting of GBV cases and improve the help-seeking behaviour among women survivors. The awareness will also focus on increasing the use of GBV Referral Pathways and PSEA hotlines.**Activity 1.2.5**. Training of 50 women organizations as first responders to support women and girls on GBV and PSEA prevention and response mechanisms. These interventions shall be aligned with UN Women Impact Area 4: “Women’s leadership in peace and security, humanitarian action, and recovery efforts in Palestine” and in the framework of the 2022 Humanitarian Response Plan for the occupied Palestinian territory (oPt), and the oPt Inter-Agency Gaza Flash Appeal; IASC Guidelines for GBV Interventions.  |
| 3. **Timeframe:** The initial timeframe of the project is 10 months (until 15 February 2023). The budget range for this proposal are specified in the first page of this Call for Proposals.  |
| 1. **Competencies:**
	1. Technical/functional competencies required:
* Demonstrates experience in applying the GBV Guiding Principles including Safety, Confidentiality, Respect and Non-discrimination.
* Has experience in implementing projects that focus on GBV prevention and protection in Gaza.
* Demonstrates knowledge and experience in implementing multi-sectorial responses to GBV (including health, psychosocial support, cash for work and legal assistance);
* Demonstrates experience in applying GBV case management and referral pathways SOPs as approved by the GBV sub-cluster.
* Demonstrates knowledge and experience in applying survivor-centered approaches.
* Has the capacity to critically analyze context, trends and vulnerabilities related to GBV;
* Knowledge of applying participatory approaches in engaging with affected communities.
	1. Other competencies, which while not required, can be an asset for the performance of services:
* Previous experience managing grants from UN agencies, INGOs or international organizations.
* Complementarity with other funds and programmes managed by UN Women Palestine.
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**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

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

**Call for proposal**

**Description of Services:**

**CFP No. UNW-2022-002**

Individual proponents and lead applicants 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.

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| **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 a non-profit organization – please attach a registration certificate here
 | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[1]](#footnote-2)
 | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area.
 | Yes/No |
| * 1. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.
 | Yes/No  |
| 1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation | Yes/No  |
| 1.7 Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA)[[2]](#footnote-3). | Yes/No |
| 1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list | Yes/No  |

**Section 2**

**CFP No.** **UNW-2022-002**

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
	1. UN Women invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party.
	2. UN Women is soliciting proposals from non-profit Civil Society Organizations (CSOs) registered in Palestine. Women’s organizations or entities are highly encouraged to apply.
	3. A description of the services required is described in CfP Section 1- C “Terms of Reference”.
	4. UN Women may, at its discretion, cancel the services in part or in whole.
	5. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
	6. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected.In exceptional circumstances, UN Women may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
	7. Effective with the release of this CFP, all communications must be directed only to UN Women, by email at palestine.registry@unwomen.org . Proponents must not communicate with any other personnel of UN Women regarding this CFP. **Please mention the number of this call for proposal in the subject of your e-mails: UNW-2022-002** UN Women is not responsible for misplaced e-mails.
3. **Cost of proposal**

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

1. **Eligibility**

3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in **Annex B-1**. UN Women reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

3.2 All individual applicants and lead applicants must be registered in Palestine as non-profit organizations.

1. **Mandatory/pre-qualification criteria**

 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

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

1. **Clarification of CFP documents**

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

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

6. **Amendments to CFP documents**

6.1. At any time prior to the deadline for submission of proposals, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

6.2. In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UN Women may, at its discretion, extend the deadline for the submission of proposal.

**7. Language of proposal**

* 1. The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women, shall be written in English.
	2. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.
1. **Submission of proposal**
	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.
	2. All proposals should be sent by email to the following secure email address: **palestine.registry@unwomen.org**

**The email subject must indicate the line the number of this call for proposal - UNW-2022-002**

**- and whether the application is from an individual proponent or a joint proposal.** The email text body should indicate the name and address of the individual proponent/lead applicant. If the emails and email attachments are not marked as instructed, UN Women will assume no responsibility for the misplacement, premature opening or disqualification of the proposals submitted.

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

8.4 When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UN Women inbox. UN Women shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UN Women in the dedicated inbox on or before the prescribed CFP deadline.

8.5Late proposals: Any proposals received by UN Women after the set deadline for submission of proposals prescribed in this document, will be rejected.

**9. Clarification of proposals**

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

1. **Proposal currencies**

 10.1 All prices shall be quoted **in New Israeli Shekel (NIS).**

10.2 UN Women reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see para (9) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

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

1. **Evaluation of technical and financial proposal**
	1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
		1. Only individual proponents and lead applicants meeting the mandatory criteria and having submitted all annexes indicated in this section (see para 12.6) will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UN Women will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points. Proposals submitted by partnerships will be awarded the same score for both Streams.

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| 1 | Proposal is compliant with the Call for Proposal (CfP) requirements  | 10 points |
| 2 | The Organization(s) mandate is relevant to the work to be undertaken in the TORs (**component 1)** | 20 points |
| 3 | The Proposal demonstrates a sound understanding of the requirements of the TORs and indicates that the organization has the prerequisite capacity to undertake the work successfully (**components 2, 3 and 4)** | 35 points |
| 4 | The Proposal is a joint proposal that clearly mentions roles, responsibilities and importance of the two applicants to achieve the project’s objectives.  | 5 points |
|  | TOTAL | 70 points |

**11.2 PHASE II - FINANCIAL PROPOSAL** (**30 points**)

Financial proposals will be evaluated following completion of the technical evaluation. The proposal 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**
	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.

* 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 UN Women stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.
	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 UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.
	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 | **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 |

1. 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.
2. **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 individual proponent/lead applicant with the highest evaluated proposal following negotiation of an acceptable contract. UN Women reserves the right to conduct negotiations regarding the contents of the proposal. The award will be in effect only after acceptance of the terms and conditions and the terms of reference. **The agreement will reflect the name of the individual proponent/lead applicant whose financials were provided in response to this CFP**.

 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 10 months. Renewal may be subject to availability of funding and partner(s) performance.

**Annex B-2**

**Template for proposal submission**

**Call for proposal**

**Description of Services:**

**CFP No. UNW-2022-002**

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| **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.

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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(s) – 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(s)
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 UN Women.

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

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will 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/Lead Applicant:(if foreseen): Name of the co-applicant  |
|  | 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:

* All amounts shall be quoted in New Israeli Shekel (NIS).
* 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%. 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.

|  |
| --- |
| Outcome 1 - The expenditure categories are indicative.  |
| **Expenditure Category**  | **Cost in ILS** | **% Total**  |
| 1. Personnel  |  |  |
| 2. Equipment / Materials  |  |  |
| 3. Training / Seminars / Travel Workshops  |  |  |
| 4. Contracts  |    |  |
| 5. Other costs  |  |  |
| 6. Incidentals  |  |  |
| 7. Other support requested  |    |  |
| 8. Support Cost (not to exceed 7%) |  |  |
| **Total Cost** |  |  |

I, (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I am (Position) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of (Name of Organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; that by signing this Proposal for and on behalf of (Name of Organization) (if applicable, name of the co-applicant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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:**

**CFP No UNW-2022-002**

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**

**CFP No. UNW-2022-002**

**Governance, Management and Technical**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Legal registration | Mandatory |
| Rules of Governance / Statues of the organization | Mandatory |
| Organigram of the organization | Mandatory |
| List of Key management | Mandatory |
| CVs of Key Staff proposed for the engagement with UN Women | Mandatory |
| Anti-Fraud Policy Framework which is consistent with UN Women’s one or adoption of UN Women anti-fraud policy | Mandatory |
| Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin [ST/SGB/2003/13](https://undocs.org/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 within the last 3 years | Optional |

1. In exceptional circumstances fewer years of history registration may be accepted if it is be fully justified. [↑](#footnote-ref-2)
2. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners [↑](#footnote-ref-3)