**Annex B**

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

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

SECTION 1 CFP No. (1/2024)

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 to provide the requirements as defined in the UN Women Terms of Reference.



Proposals must be received by UNWOMEN at the address specified **not later than 2.00 pm on 6 May 2024.**



 **The budget range for this proposal should be between**

 ($**60,000-**$**100,000**) [[1]](#footnote-2)

|  |  |
| --- | --- |
| This un-women call for proposals consists of two sections | Annexes to be completed by proponents and returned with their proposal (mandatory) |
| Section 1 1. CFP Letter for Responsible Parties
2. Proposal Data Sheet for Responsible Parties
3. UN Women Terms of Reference
4. Acceptance of the terms and conditions outlined in the template Partner Agreement

Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects | **Annex B-1** Mandatory Requirements/Pre-Qualification  Criteria and Contractual Aspects**Annex B-2** Template for Proposal Submission**Annex B-3** Format of Resume for Proposed Personnel**Annex B-4** Capacity Assessment Minimum Documents |
| Section 21. Instructions to Proponents, which includes the following:

Annex B-2 Template for Proposal SubmissionAnnex B-3 Format of Resume for Proposed PersonnelAnnex B-4 Capacity Assessment Minimum DocumentsAnnex B-5 UN Women template Partner Agreement [Attached]Annex B-6 UN Women Anti-Fraud Policy [Attached] |

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

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

 **Program/Project: Sawasya III**

|  |  |  |
| --- | --- | --- |
| Program official’s name: Sawasya III – Reinforcing equal access to justice for all PalestiniansIssue date: **15 April 2024**

|  |  |
| --- | --- |
| **E**mail**palestine.registry@unwomen.org** | **T**elephone number |

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|  |  |
| --- | --- |
| * **Requests** forclarifications **due**

25 April 2024 4:00 pm (via e-mail) | * **UNWOMEN clarifications** to proponents due [**if applicable**]

30 April 2024 4:00 pm  |
| * **Proposal due**

6 May 2024 4:00 pm  | * **Planned award date**

1 June 2024 |
|  | * **Planned contract** start-date / delivery date (on or before)

1 June 2024  |

1. **UN Women Terms of Reference**

|  |
| --- |
| 1. **Introduction**

UN Women (UNW), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the centre of all its efforts, the 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, building effective partnerships with civil society and other relevant actors. UN Women’s triple mandate, along with its global network and deep policy and programming expertise, continues to endow the Entity with a unique capacity to: (i) support Member States to strengthen global norms and standards for gender equality and women’s empowerment, and mainstream gender perspectives in other thematic areas; (ii) promote coordination and coherence across the UN system to enhance accountability and results for gender equality and women’s empowerment; and (iii) undertake operational activities to support Member States, upon their request, in translating global norms and standards into legislation, policies and strategies at country level. UN Women plays an innovative and catalytic role in the State of Palestine since its inception in 1997 (as UNIFEM). In line with the national priorities, the work of UN Women for the period 2023-2025 is aligned with three of the Palestine United Nations Sustainable Development Cooperation Framework’s (UNSDCF) outcomes:• Palestinians have greater access to economic opportunities that are inclusive, resilient, and sustainable, including decent employment and livelihoods opportunities in an empowered private sector.• Palestinians, including the most vulnerable, have equal access to sustainable, inclusive, gender responsive and quality social services, social protection, and affordable utilities.• Palestinian governance institutions, processes, and mechanisms at all levels are more democratic, rights-based, inclusive, and accountable.Its three-year Strategic Note supports the efforts to achieve measurable results in country in terms of four UN Women global Strategic Plan impacts (2022-2025): (SP Impact 1). Governance and participation in public life; (SP Impact 2). Women’s Economic Empowerment; (SP Impact 3). Ending Violence Against Women and Girls; SP Impact 4. Women peace and security, Humanitarian & Disaster Risk Reduction. In line with the Palestinian Government’s commitment to achieve gender equality and combat Violence Against Women (VAW), and in full partnership with the Justice, Security and Social Sectors, UN Women within its joint programme with UNDP and UNICEF- “ Reinforcing equal access to justice for all Palestinians - SAWASYA III” is supporting civil society organizations to advocate for gender responsive policies, laws and services, and to provide women survivors of violence and in conflict with the law with legal aid and psychosocial support. In addition to that, UN Women is supporting the Justice, Security and Social institutions to mainstream gender into their plans, procedures and policies, and develop and provide gender responsive services to women victims and survivors of violence. * 1. **Background/context for required services/results**

Access to justice is a core principle of the rule of law and good governance. It is a basic human right and a means to protect other universal human rights. In The Universal Declaration of Human Rights states in its preamble that human rights are to be protected by the rule of law: *Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against tyranny and oppression, that human rights should be protected by the rule of law.*[[2]](#footnote-3)In the absence of access to justice, people are unable to realize their rights, challenge discrimination and hold decision and policy makers accountable. In Palestine, access to justice is compromised by different socio-political and economic factors. The Palestinian context is one of the most complex and challenging environments that is overwhelmed by several barriers including: the Israeli occupation, the internal political divide, the recurrent conflict, gender discriminatory social norms, the lack of national legislative body and others. These barriers form challenges to good governance, the enjoyment of human rights, and gender equality; to building and maintaining peace; to generating economic growth and fiscal stability; and to human development.[[3]](#footnote-4)Palestinian women in Gaza and the West Bank, including East Jerusalem, experience various forms of violence from multiple sources[[4]](#footnote-5). This is due to the entrenched discriminatory social norms and traditions; the internal divide between the two largest political factions-Hamas and Fatah, which imposed two different regimes in the West Bank and Gaza, and the Israeli occupation and its discriminatory policies amongst others. The most common types of violence against women include early and forced marriage, intimate partner/family violence, domestic violence, sexual harassment, femicide, economic violence, and others. Violence against women, particularly by intimate partners, remains at an alarmingly high rate with 59.3 per cent of Currently Married or Ever Married Women (15 - 64 years) in Palestine who were Exposed (at least once) to One Type of Violence by their Husbands during the Past 12 Months[[5]](#footnote-6), of whom less than 1 per cent sought legal and/or psychosocial support[[6]](#footnote-7); 52.3 per cent in the West Bank compared to 70.4 per cent in Gaza Strip[[7]](#footnote-8). **The year 2023 was the deadliest year for Palestinians since 1948,** the year of the Nakba (in Arabic The Catastrophe')- according to the Palestinian Central Bureau of Statistics. As per the OCHA Flash Appeal issued on 6 March 2024, at least 30,717 Palestinians were killed in Gaza since 7 October 2023 (approximately two thirds are women and children) including two mothers per hour killed since the beginning of the crisis (as per UN Women’s estimation), and 72,156 Palestinians were injured, according to MoH in Gaza. Moreover, more than 1.9 million people — 85 per cent of the total population of Gaza — have been displaced, including what UN Women estimates to be nearly 1 million women and girls, and the “impossible decisions” they must make regarding whether to evacuate – when and how as well as where to go – “are entrenched with gender differentiated fears and experiences", given risks of attacks and harassment while on the move. The entire population of Gaza — roughly 2.2 million people — are in crisis or worse levels of acute food insecurity.[[8]](#footnote-9) This severity of the humanitarian crisis is also being compounded by electricity deficits that had become increasingly stretched over the last decade as prior to the current escalation, it was already less than half of the estimated requirement for the population (including Israeli contributions). Without fuel, the sole power plant in Gaza shut down at the start of the war, on 11 October 2023, leaving essential lifesaving health services for the most vulnerable and critical sanitation and water services relying on generators operating on limited fuel and exacerbating already fragile living conditions in Gaza[[9]](#footnote-10).People in Gaza were forced to flee their homes, during which they either left behind or lost their civil documentation. **It is estimated that 35-40 per cent (at least 50 per cent are women)** of the population has lost their legal civil documents with some carrying no ID whatsoever.[[10]](#footnote-11) This has had an effect on compounding their humanitarian suffering, as those without ID cards have faced difficulties in accessing humanitarian relief and material assistance; and have been unable to access the telecommunications and banking systems. While individuals without travel documents have been unable to leave the Gaza Strip for any reason, including the need for medical evacuations. In line with this, **the situation in the West Bank** is also very critical. Displacement and house demolition entwined with movement restrictions, military invasions and mass arrests are heavily increasing since 7 October 2023. As per OCHA, since 7 October 2023 and as of 2 February 2024, at least 198 Palestinian households in the West Bank comprising 1,208 people (622 adults -50 per cent are women; and 586 children), have been displaced amid settler violence and access restrictions. The displaced households are from at least 15 herding/Bedouin communities.[[11]](#footnote-12) House demolition is increasing, as from 2009 - Jan 2024 - a total of 10,445 structures were demolished, of which a total of **1,170 took place in 2023 only, and 147 in the first month of 2024.** **The war on Gaza and the escalation of violence in the West Bank are impacting women and girls** **at unprecedented levels with loss of life and catastrophic levels of humanitarian needs.** While humanitarian assistance is hardly reaching any segment of the population, women and girls are further disadvantaged by gender inequality in access to supplies, services, and resources. This is particularly true for women-headed households, a distinctively vulnerable group whose numbers may have surged by 3,000 only during the first six weeks of the war and now bear the sole responsibility to feed, protect, and provide for their families. [[12]](#footnote-13)The crisis also impacts power dynamics and gender relations, which must be considered in the delivery of aid and in the planning for the so- called “the day after the war”. This is particularly important as negative coping strategies are increasing as resources further deplete, creating increased risk of sexual exploitation and abuse (SEA) especially for women and separated children, and desperate coping mechanisms such as early marriage, child labour, reduction in food intake, providing sex in exchange for basic goods, or begging. Moreover, in times of wars, domestic violence against women and girls is expected to surge. Women’s rights become a decorative subject that does not hold any priority in the minds of decisions makers and those in power- particularly conservative groups. This puts more restrictions on the work of women’s human rights activists, and civil society organizations, particularly women- led organizations, who most often find themselves in a dilemma on how to address family and social violence within the war and ensure the inclusion of the social rights agenda into the political agenda. This issue become more complicated as women’s human rights activists also become a target for conservative groups. * 1. **General overview of services required/results**

**The joint programme’s overall goal** is People in the State of Palestine, especially women and children, have access to justice in a protective, inclusive and responsive system that promotes, respects, and fulfils human rights and gender equality.**The programme design is articulated around four outcomes:** **Outcome 1: People, particularly those at – risk, have improved access to high-quality specialized services relating to their legal, psychosocial, protection, and security needs.** **Outcome 2: People are served by responsive institutions that have strengthened capacity to operate in an effective, efficient, people-centred, and accountable manner.****Outcome 3: Societal and institutional behaviours and attitudes that uphold human rights, gender equality, and equity principles are embraced.** **Outcome 4: Women’s access to gender responsive and inclusive justice, security and protection services is strengthened.** The programme targets the Justice, Security and Social institutions, including decision and policy makers, front line service providers, Gender Units, Human rights departments/Units, planning and policy departments, in addition to top and middle management within these institutes. The programme also supports civil society organizations, including coalitions to work on gender justice related issues, notably on advocacy and awareness, provision of essential services to women victims and survivors of violence and women in conflict with the law. |
| 1. **Description of required services/results**

In line with the joint programme’s results framework, and the above contextual analysis- notably the challenges facing women’s protection and access to justice in light of the current political and humanitarian situation in the oPt, UN Women Palestine Country Office welcomes project proposals for partnerships with CSOs to design and implement interventions, under Outcome 1, Outcome 2 and Outcome 4, which focus on the provision of legal aid services and psychosocial support to Palestinian women in the oPt, including Gaza and the West Bank- including East Jerusalem; advocacy for gender responsive law reform and policies, and support for women’s effective participation and representation as decision makers and front liners in the justice and security sectors, including the justice processes and mechanisms in Gaza. The interventions should take into consideration the immediate and short term needs of Palestinian women in Gaza and the West Bank- noting that the immediate is -> 6-12 months and the short-term covers -> first 2 years. More specifically, CSOs are welcomed to submit proposals in line with the below outcomes, outputs and interventions. **Outcome 1:** **People, particularly those at – risk, have improved access to high-quality specialized services relating to their legal, psychosocial, protection, and security needs.** **Output 1.1 Provision of legal and psychosocial services is strengthened.****Indicative activities:** * Provide legal aid support to Palestinian women in Gaza and the West Bank -including East Jerusalem. Legal aid services include legal consultation, legal awareness, and legal representation in front of family and standard courts.
* Provide psycho -social support to Palestinian women in Gaza and the West Bank- including East Jerusalem.

**Outcome 2: People are served by responsive institutions that have strengthened capacity to operate in an effective, efficient, people-centred, and accountable manner.****Output 2.1: Legislative, legal, and policy frameworks are adopted and/or revised in line with international standards and best practices [to protect at-risk groups]****Indicative activities:** * Advocate for gender responsive law reform-including the Family Protection Bill, the penal code, personal status law and others.
* Collect data and document women’s human rights violations- with focus on domestic violence.

**Outcome 4: Women’s access to gender responsive and inclusive justice, security and protection services is strengthened.****Output 4.1: Governmental and non-governmental service providers have improved capacity to deliver gender responsive and accessible services to women victims and survivors of violence****Indicative activity:** * Support the establishment of a justice and social platform at community level to provide women with multisectoral services-including protection, psychosocial support and legal aid services ( encourage partnership )

**Output 4.2: Female duty bearer representation within front line and decision-making positions in the justice and security institutions is increased.****Indicative activities:** * Support women’s leadership role and effective participation in justice related mechanisms and processes- particularly in Gaza.
* Advocate for women’s effective participation and representation as leaders and front liners within the justice and security sectors.
 |
| 1. **Timeframe: Start date and end date for completion of required services/results**

Expected start date 1 June 2024- 31 December 2025 |
| 1. **Competencies:**
	1. Technical/functional competencies required
* A registered civil society organization, with mandate to work on women’s rights, human rights and gender justice
* At least five years of professional experience in the field of women’s rights, human rights and gender justice
	1. Other competencies, which while not required, can be an asset for the performance of services
* Previous experience with UN Women, other UN agencies, INGOs is an asset.
* -Wide network and collaboration with community- based organizations .
 |

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

**Annex B-1**

**Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects**

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

**Call For Proposals**

**Description of Services**

**CFP No.**

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a **pass/fail rating** on this section. To be considered, proponents must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UN Women reserves the right to verify any information contained in a 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. Are the services being requested 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 has currently or has been provided by the proponent.
 | Reference #1:Reference #2: |
| 1. Is the proponent duly registered or does it have the legal basis/mandate as an organization? [Please attach a copy of the official registration here].
 | Yes/No |
| 1. Has the proponent as an organization been in operation for at least five (5) years[[13]](#footnote-14)?
 | Yes/No |
| 1. Does the proponent have a permanent office within the location area?
 | Yes/No |
| 1. Can UN Women conduct 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. Fraud or other wrongdoing:
2. Has the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner been the subject of a finding of fraud or any other wrongdoing following an investigation conducted by UN Women, another United Nations entity or otherwise?

 OR 1. Is the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner currently under investigation for fraud or any other wrongdoing by UN Women, another UN entity or otherwise?
 | Yes/No  |
| 1. Sexual exploitation and abuse:
2. Has the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner been the subject of any investigations and/or been charged for any misconduct related to sexual exploitation and abuse (SEA)[[14]](#footnote-15)?

OR1. Is the proponent, its employees, personnel, sub-contractor or sub-contractor’s sub-contractor or sub-partner or sub-partner’s partner currently under investigation for SEA by UN Women, another UN entity or otherwise?
 | Yes/No |
| 1. Has the proponent or any of its employees or personnel 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 any other donor sanction list that may be available for use, as applicable?
 | Yes/No  |
| 1. Has the proponent read and accepted the standards set out in section 3 of ST/SGB/2003/13 “Special measures for protection from sexual exploitation and sexual abuse”?
 | Yes/No  |
| 1. Does the proponent acknowledge that SEA is strictly prohibited, and that UN Women will apply a policy of “zero tolerance” in respect to SEA of anyone including the proponent’s employees, agents, sub-partners and sub-contractors or any other persons engaged by the proponent to perform any services?
 | Yes/No  |
| 1. Has the proponent reviewed and taken note of UN Women Anti-Fraud Policy **(Annex B-6)**?
 | Yes/No  |

**Please provide the following information:**

|  |  |
| --- | --- |
| 1. Is the highest executive (e.g., Director, CEO, etc.) in the proponent organization a female?
 | Yes/No |
| 1. What is the female to male ratio in the proponent’s board?
 |  |

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

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

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

**Section 2**  CEP No.

1. **Instructions to Proponents**
2. **Introduction**
	1. UN Women invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirements for a Responsible Party.
	2. UN Women is soliciting proposals from Civil Society Organizations (CSOs). **Women’s organizations or entities are highly encouraged to apply.**
	3. A description of the services required is described in CFP **Section 1 – c) “UN Women 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 the submission of proposals. No proposal may be modified subsequent to the deadline for the submission of proposals. 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.
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 proponent, 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. UN Women reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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

 4.1 The evaluation of technical and financial proposals by UN Women is conducted in two phases (see section 11 below) and the mandatory requirements/pre-qualification criteria have been designed to ensure that, to the degree possible in the initial stages of the CFP selection process, only those proponents with sufficient experience, financial strength and stability, demonstrable technical knowledge, 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 result in disqualification.

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

1. **Clarification of CFP Documents**

5.1 A prospective proponent requiring any clarification of the CFP documents may notify UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date for requests for clarification as outlined in **Section 1b of this annex (on page 1)**.

5.2 Written copies of UN Women’s responses to such inquiries (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.

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

**6. Amendments to CFP Documents**

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

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

1. **Language of Proposals**
	1. The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women, shall be written in English.
	2. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the English translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

**8. Submission of Proposals**

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2) in one email with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UN Women will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent. All proposals should be sent by email to the following secure email address: palestine.registry@unwomen.org.

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

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

8.4 **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, 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.

1. **Proposal Currencies**

 10.1 All prices shall be quoted in (local currency) \_ILS\_.

10.2 UN Women reserves the right to reject any proposals submitted in a currency other than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (9) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for the purposes of 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 stated in proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal (as stated above).

1. **Evaluation of Technical and Financial Proposals**

**11.1 PHASE I – TECHNICAL PROPOSAL** (**70 points**)

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

**Suggested table for evaluating technical proposal**

|  |  |  |
| --- | --- | --- |
| **1** | The proposal is compliant with the CFP requirements  | **15 points** |
| **2** | The organization’s mandate is relevant to the work to be undertaken in the UN Women Terms of Reference (**component 1)** | **20 points** |
| **3** | The proposal demonstrates a sound understanding of the requirements of the UN Women Terms of Reference and indicates that the organization has the prerequisite capacity to undertake the work successfully (**components 2, 3, 4 and 5)** | **35 points** |
|  | **TOTAL** | **70 points** |

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

Financial proposals will be evaluated (using **component 6**) following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost.

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

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

1. **Preparation of Proposals**
	1. Proponents are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at the proponent’s own risk and may result in rejection of the proponent’s proposal.
	2. The 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 the proponent understands and confirms acceptance of UN Women’s stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.
	3. Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide one will be viewed as non-responsive.
	4. The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.
	5. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services will be rejected unless permitted otherwise in the CFP document.
	6. Proponents may use the services of sub-contractors or sub-partners to partially perform the work except if the proponent is providing grant-making work. The proponent’s Technical Proposal shall indicate clearly if the proponent is intending to use sub-contractors or sub-partners and their names. If it is not possible to include the names of sub-partners and sub-contractors in the proposal, the names must be submitted to UN Women as soon as possible.
	7. The proponent’s proposal shall state the following and include all of the following labelled annexes:

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

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

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

|  |  |
| --- | --- |
| Part of proposal | **Annex B-1** Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects |
| Part of proposal | **Annex B-2** Template for Proposal Submission |
| Part of proposal | **Annex B-3** Format of Resume for Proposed Personnel |
| Part of proposal | **Annex B-4** Capacity Assessment Minimum Documents |

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

1. **Format and Signing of Proposals**
	1. The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.
	2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.
2. **Award**

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

14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.

14.3 The award will be for an agreement with an original term of [19 Months] with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

**Annex B-2**

**Template for Proposal Submission**

**Call For Proposals**

**Description of Services**

**CFP No.**

|  |
| --- |
| **Mandatory Requirements/Pre-Qualification Criteria**  |

Proponents are requested to complete this form (**Annex B-2)** and return it as part of their submission.

| **Proponent’s Eligibility Confirmation and Information** | **Proponent’s Response** |
| --- | --- |
| 1. What year was the organization established?
 |  |
| 1. In what province/state/country has the organization been established?
 |  |
| 1. Has the organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)
 | Yes/No  |
| 1. Has the organization ever been terminated for non-performance on a contract? If YES, describe in detail.
 | Yes/No  |
| 1. Has the organization or any of its employees and personnel ever been:
2. suspended or debarred by any government, a UN agency or other international organization;
3. placed on any relevant sanctions list including the - <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>, United Nations Global Market Place Vendor ineligibility or any other Donor Sanction List; and/or
4. been the subject of an adverse judgment or award?

If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Question 8 of the Mandatory Requirements/Pre-Qualification Criteria above and is grounds for immediate rejection.)  | ConfirmYes/No  |
| 1. It is UN Women policy to require that proponents and their sub-contractors and sub-partners observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a proponent, a sub-contractor or a sub-partner to influence the selection process or contract execution for undue advantage is improper. The proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy (**Annex B-6**). The proponent must also confirm that the proponent and its sub-contractors and sub-partners have not engaged in any conduct contrary to that policy including in competing for this CFP.
 | ConfirmYes/No  |
| 1. Officials not to benefit: The proponent must confirm that no official of UN Women has received or will be offered any direct or indirect benefit arising from this CFP or any resulting contracts by the proponent or its sub-contractors or its sub-partners.
 | ConfirmYes/No  |
| 1. The proponent must confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UN Women.
 | ConfirmYes/No  |
| 1. The proponent must confirm that the proponent, its sub-partners or sub-contractors have not been associated, or involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this CFP.
 | ConfirmYes/No  |
| 1. UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women personnel or their immediate family are an owner, officer, partner or board member or in which the personnel or their immediate family has a financial interest in the organization. The proponent must confirm that no UN Women personnel or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent, or its sub-partners or its sub-contractors.
 | ConfirmYes/No  |
|  |  |

|  |
| --- |
| **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 proponent has the capacity and commitment to implement the proposed activities and produce results successfully. Key elements to be covered in this section include:

1. the nature of the proponent – whether it is a community-based organization, national or sub-national NGO, research or training institution, etc.;
2. the overall mission, purpose, and core programmes/services of the organization;
3. the organization’s target population groups (women, indigenous peoples, youth, etc.);
4. the organizational approach (philosophy) - how the organization delivers its projects (e.g., gender-sensitive, rights-based, etc.);
5. the organization’s length of existence and relevant experience;
6. an overview of the organization’s capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management);
7. details of the following relating to prevention of SEA:
	1. describe what measures are in place to prevent SEA;
	2. describe reporting and monitoring mechanisms and procedures;
	3. describe what capacity exists to investigate SEA allegations;
	4. describe past allegations of SEA, if any, and how they were handled, including the outcome;
	5. describe what SEA training the people (employees or otherwise) who will perform the services have completed; and
	6. describe what reference and background checks have been done for employees and associated personnel.
8. details relating to grant-making work, if applicable:
9. describe the proponent’s institutional capacity to manage grants, including appropriate grant award management, system/framework for undertaking grant proposal evaluation, due diligence and, appropriate governance and risk management (including composition and terms of reference of the independent designated steering committee or grant selection committee);
10. describe relevant history in managing resources through grant awards;
11. describe the proponent’s grant portfolio;
12. describe relevant history in working with small organizations including experience in providing technical assistance;
13. describe the proponent’s programmatic capacity, including monitoring and evaluation capacity; and
14. describe the proponent’s capacity to assess and manage risks.

|  |
| --- |
| **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 Terms of Reference. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the UN Women Terms of Reference.
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 proponent and UN Women.

|  |
| --- |
| **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.

This section should also include the details of all proposed sub-contracting and sub-partnering.

|  |
| --- |
| **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 all required milestone reports and monitoring reviews in the Implementation Plan.

**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 and 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; and
* 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, risk of sub-contactors or sub-partners not performing). Describe how such risks are to be mitigated.

In this section also include the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, the assumption that the relevant government’s environmental policy will remain stable) which are anticipated in planning the activity, and on which the feasibility of the activities depend.

Please attach a risk register to capture the above risk factors and risk mitigation measures.

|  |
| --- |
| **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 of activities. 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 they would cost less.
* The budget should include all costs associated with managing and administering the activity or results, particularly the cost of monitoring and evaluation.
* Support Costs mean 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, overhead 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.
* If the partner has a Support Cost Policy that specifies a rate, the partner can include this rate to not exceed a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower).
* If the Partner does not have a Support Cost Policy, the partner must provide a break-down of support costs (not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower).
* The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line-item categories, list the item under other costs, and state what the money is to be used for.
* The figures contained in the budget sheet should agree with those on the proposal header and text.
* Depending on the results to be delivered, following suggestive thresholds could be followed for costs:
* maximum for personnel related costs on a proposal - 20% of programming costs;
* between 3-5% for audits (to be retained by UN Women for Responsible Party audits) (may change as per the annual audit cost);
* 3% for monitoring and evaluation; and
* up to 8% (or as per relevant donor agreement) – support costs including (utilities, rent etc.).

|  |
| --- |
| **Result 1 (e.g., Output)** Repeat this table for each result[[15]](#footnote-16). |
| **Expenditure Category**  | **Year 1 [Local currency]**  | **Year 2 (Local currency), If applicable** | **Total [local currency]** | **Total (US$)**  | **Percentage Total**  |
| 1. Personnel  |  |  |  |  |  |
| 2. Equipment/Materials  |  |  |  |  |  |
| 3. Training/Seminars/Travel Workshops  |  |  |  |  |  |
| 4. Contracts  |  |  |    |  |  |
| 5. Other costs [[16]](#footnote-17) |  |  |  |  |  |
| 6. Incidentals  |  |  |  |  |  |
| 7. Other support requested  |  |  |    |  |  |
| 8. Support costs (not to exceed 8% or the relevant donor percentage) |  |  |  |  |  |
| **Total Cost for Result 1**  |  |  |  |  |  |

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

I, by signing this proposal, commit to be bound by this 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 template Partner Agreement.

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

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of Resume for Proposed Personnel**

**Call For Proposals**

**Description of Services**

**CFP No**

Name of personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Years with CSO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education/Qualifications**:

*Summarize college/university and other specialized education of personnel 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:*

* *For all positions held by personnel member since graduation: List each position and provide 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 proponents and assessed by the reviewer]**

**Call For Proposals**

**Description of Services**

**CFP No.**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| **Governance, Management and Technical** |
| Organization’s legal registration documentation | Mandatory |
| Rules of governance of the organization | Mandatory |
| Organigram of the organization | Mandatory |
| List of key management at organization | Mandatory |
| CVs of key personnel of organization who are proposed for the engagement with UN Women | Mandatory |
| Details of organization’s anti-fraud policy framework (which shall be consistent with UN Women’s anti-fraud policy)  | Mandatory |
| Details of organization’s PSEA policy framework | Optional |
| Documentation evidencing training offered by organization to its employees and associated personnel on prevention and response to SEA.  | Mandatory |
| Organization’s policy and procedure documents in respect to grant-making (if grant-making activities are included in the UN Women Terms of Reference of the CFP) | Mandatory  |
| Organization’s policy and procedure for selecting partners (if sub-partner/s are going to be used)  | Mandatory  |
| **Administration and Finance** |
| Administrative and financial rules of the organization | Mandatory |
| Details of the organization’s internal control framework  | Mandatory |
| Audited statements of the organization during last 3 years | Mandatory |
| List of banks with which organizational bank accounts are held | Mandatory |
| Name of external auditors of organization | Optional |
| **Procurement** |
| Organization’s 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.) used by organization  | Mandatory |
| List of main suppliers/vendors of organization and copies of their contract(s) including evidence of their selection processes  | Mandatory |
| **Client Relationship** |
| List of main clients/donors of organization | Mandatory |
| Two references for organization | Mandatory |
| Past reports to clients/donors of organization for last 3 years | Mandatory |

**Annex B-5**

**UN Women template Partner Agreement**

Attached

**Annex B-6**

**UN Women Anti-Fraud Policy**

Attached

1. If the proposed budget is beyond the maximum range, the proposal will be rejected. [↑](#footnote-ref-2)
2. [https://www.ohchr.org/sites/default/files/UDHR/Documents/UDHR\_Translations/eng.pdf](https://www.ohchr.org/sites/default/files/UDHR/Documents/UDHR_Translations/eng.pdf#:~:text=Whereas%20recognition%20of%20the%20inherent%20dignity%20and%20of,among%20the%20peoples%20of%20territories%20under%20their%20jurisdiction.) [↑](#footnote-ref-3)
3. For more details, see the United Nations Common Country Analysis for the Occupied Palestinian Territory, page 3. [↑](#footnote-ref-4)
4. Worthy to note that during wars- violence against women increases. The situation is even exacerbating particularly in Gaza-with the complete lack of protection shelters which were bombarded as a result of the war. In this situation, women survivors of violence or at risks of violence are left alone to face their destiny. Another group of women that were heavily affected as a result of the war are women in conflict with the law- who were released from the first day of the war- without any prior arrangement with families or community leaders to facilitate their reintegration to their families. This group of women are at high risk of violence that reach the amount of murdering. [↑](#footnote-ref-5)
5. https://www.pcbs.gov.ps/statisticsIndicatorsTables.aspx?lang=en&table\_id=1311 [↑](#footnote-ref-6)
6. PCBS. 2019. Violence Survey. [↑](#footnote-ref-7)
7. *Ibid.*  [↑](#footnote-ref-8)
8. UN Women, Jan, 2024. The Gendered Impact of the Crisis in Gaza. [↑](#footnote-ref-9)
9. Care, October 2023. Gaza Strip Rapid Gender Analysis: Brief [↑](#footnote-ref-10)
10. Gaza Legal Task Force, January 20224. [↑](#footnote-ref-11)
11. OCHA, Hostilities in the Gaza Strip and Israel, Flash Update # 109. [↑](#footnote-ref-12)
12. UN Women, Jan 2024. Gender Alert- The Gendered Impact of the Crisis in Gaza.

[Gender Alert The Gendered Impact of the Crisis in Gaza.pdf (unwomen.org)](https://www.unwomen.org/sites/default/files/2024-01/Gender%20Alert%20The%20Gendered%20Impact%20of%20the%20Crisis%20in%20Gaza.pdf) [↑](#footnote-ref-13)
13. In exceptional circumstances, three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-14)
14. [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 Implementing Partners. [↑](#footnote-ref-15)
15. If the budget is for grant-making activities, add a field for grants. For grant-making, (i) only up to 50% of the Partner proposal amount may be used to fund grants, (ii) not more than 25% of the Partner Agreement value can be issued per individual grant. [↑](#footnote-ref-16)
16. “Other costs” refers to any other costs that is not listed in the results-based budget. Please specify what they are in the footnote. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-17)