Call for Proposals

Under the Programme “HAYA – Eliminating Violence Against Women”

implemented by UN Women, UNFPA, UN HABITAT and UNODC

**CFP No. UNW-HAYA-JP-001/2019**

Section 1 – CFP letter

UN Women plans to engage Responsible Parties as defined in accordance with these documents. UN Women now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN Women Terms of Reference. The following CFP covers West Bank including East Jerusalem and Gaza.

**IMPORTANT NOTE:**

* **INTERESTED ORGANISATIONS CAN ONLY APPLY FOR EITHER WEST BANK OR GAZA.**
* **FURTHERMORE, INTERESTED ORGANISATIONS WHO APPLY FOR EITHER WEST BANK OR GAZA CAN ONLY APPLY FOR ONE OF THE TWO GROUPS (A, OR B) DETAILED BELOW (PAGE 15)**.
* **INTERESTED CANDIDATES NEED TO DEMONSTARTE ABILITY TO IMPLEMENT IN THE TARGETED LOCATIONS.**

**The intervention should cover the duration of 40 months ending no late than 31 October 2022.**

Proposals must be received by UN Women at the address specified not later than **midnight 25 April 2019 - Palestine time**.

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

CFP section 1: CFP letter (this document)

CFP section 2: Proposal data sheet

CFP section 3: Instructions to proponents

CFP section 4: UN Women Terms of Reference

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

Annex B1-1 Proposal/no proposal confirmation form

Annex B1-2 Mandatory requirements/pre-qualification criteria

Annex B1-3 Technical proposal submission form

Annex B1-4 Financial proposal submission form

Annex B1-5 Resumes of proposed team members

Annex B1-6 Capacity Assessment Checklist

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

palestine.registry@unwomen.org

 **Call for Proposal (CFP)**

**CFP No. UNW-HAYA-JP-001/2019**

Section 2: Proposal data sheet

**Programme:** “HAYA – Eliminating Violence Against Women”

**Programme official’s name:** Eliminating Violence Against Women

**Email:** palestine.registry@unwomen.org

**Telephone number:** 02-628-7602

**Issue date:** 1 April 2019

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

**Date:** 7 April 2019

**Time:** Midnight -Palestine time

**Email:** palestine.registry@unwomen.org

**UN Women Q&A session to proponents’**

|  |  |  |
| --- | --- | --- |
| City | Time | Venue |
| Ramallah | 15 April 2019 between 9.00-11.00 | Grand Park Hotel   |
| Gaza | 15 April 2019 between 9.00-11.00 | UNDP Building: Ahmed Bin Abdel Aziz Street, Nasser Area, Gaza City |
| Nablus  | 15 April 2019between 13.00-14.00 | Nablus Chamber of Commerce & Industry, Fifth Floor.  |
| Hebron | 16 April 2019 Between 12.00-13.00 | Issad Altofulah (Municipality) |

**Proposal due**

**Date:** 25 April 2019

**Time:** Midnight- Palestine time zone

**Planned award date:** 20 May 2019

**Planned contract start date:** 1 June 2019

Call for Proposal (CFP)

CFP No. UNW-HAYA-JP-001/2019

Section 3: Instructions to proponents

1. Introduction
	1. UN Women invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party (Non-Governmental Organization, Community Based Organizations (CBOs) and Academic Organizations).
	2. A description of the services required is described in CFP Section 4 -Terms of Reference.
	3. UN Women may, at its discretion, cancel the services in part or in whole.
	4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
	5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected.In exceptional circumstances, 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.
	6. Effective with the release of this CFP, ALL communications must be directed only to UN Women Palestine Procurement, by email at palestine.registry@unwomen.org Proponents must not communicate with any other personnel of UN Women regarding this CFP.
2. Cost of proposal

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

1. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. See paragraph 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. UN Women reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

1. Clarification of CFP documents

A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on page 1. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

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

1. Amendments to CFP documents

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.

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 proposal

 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English. 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 simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted.

Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

* Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:

 CFP No. UNW-HAYA-JP-001/2019 (name of proponent) - TECHNICAL PROPOSAL

* Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:

CFP No. UNW-HAYA-JP-001/2019 (name of proponent) - FINANCIAL PROPOSAL

All proposals should be sent by email to the following secure email address: palestine.registry@unwomen.org.

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

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

* 1. The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.
	2. Late proposals: Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

8. Clarification of proposals

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

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

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 item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

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

1. Mandatory/pre-qualification criteria

 10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy 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.

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

1. Evaluation of technical and financial proposal
	1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
		1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum 70 points may be obtained. Technical evaluators who are members of a Committee for Partners’ Assessment (CPA) 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.

|  |  |  |
| --- | --- | --- |
| **1** | Technical description and appropriateness/adequacy of approach* Describe the technical approach, soundness and adequacy of approach; what will be done to achieve the results
* linkage between the activities, indicators and the results.
* Specific strategies to support the achievement of results.
* Detailed Implementation plan That reflects the sequence of activities, timeframe, geographic coverage, targets reached.
* Risks to implementation and mitigation measures.
 | **40 points** |
| **2** | Relevance and technical capacity: (See Capacity Assessment Checklist)* proposed staffing (number and expertise) for the services to be delivered;
* organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required
* relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors.
 | **15 points** |
| **3** | Governance and management capacity: (See Capacity Assessment Checklist)* Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation
* Overall governance/management structure of the proponent organization
 | **8 points** |
| **4** | Financial and administrative management capacity: (See Capacity Assessment Checklist) | **7 points** |
|  | **TOTAL** | **70 points** |

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

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

Formula for computing points:

Points =(A/B) Financial Points

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

1. **Preparation of proposal**
	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.
	2. Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of 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.
	3. Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
	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/goods may be rejected unless permitted otherwise in the CFP document.
	6. Proponent’s proposal shall include all of the following labelled annexes:

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

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

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

|  |  |
| --- | --- |
| Part of proposal | Mandatory Requirements/pre-qualification criteria (Annex B1-2hereto) |
| Part of proposal | Technical Proposal Submission Form (Annex B1-3 hereto)sent in a separate email – clearly marked with clear subject line referencing the CFP number!CFP No. UNW-HAYA-JP-001/2019 (name of proponent) - TECHNICAL PROPOSAL |
| Part of proposal | Financial Proposal Submission Form (Annex B1-4 hereto)sent in a separate email – clearly marked with clear subject line referencing the CFP number!CFP No. UNW-HAYA-JP-001/2019 (name of proponent) - FINANCIAL PROPOSAL |
| Part of proposal | Annex B1-5: Resumes of proposed team members with prescribed information |

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

**Pre-submission:**

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

|  |  |
| --- | --- |
| Stand-alone document |  Proposal/no proposal confirmation form (**Annex B1-1** hereto)  |

1. Format and signing of proposal

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.

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
	1. Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. The agreement will reflect the name of the proponent whose financials were provided in response to this CFP. Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.
	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 ending on **31** **October 31**. Any option to review the agreement under the same terms and conditions will be indicated by UN Women.

Section 4: UN Women Terms of Reference

 “HAYA – Eliminating Violence Against Women”

1. **Introduction**

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

UN Women strategic plan Impact Area 3 **“Women and girls live a life free of all forms of violence”,** focuses on supporting the capacities of the Palestinian Government and civil society actors to prevent violence and deliver quality, accessible and coordinated services for victims and survivors of violence, which is central to the 2030 Agenda, particularly SDG 5 on achieving gender equality and empowering all women and girls, and SDG 16 on promoting peaceful and inclusive societies for sustainable development. In addition to that, it is fundamental to CEDAW convention, the CEDAW committee concluding observations and General recommendations, particularly GR19, 30, 33, and 35. Preventing and combatting violence against women and girls (VAWG) and enhancing women’s access to justice is also in line with the Palestinian National Policy Agenda (2017- 2022), and other key sectoral strategies, such as the National Strategy to Combat Violence Against Women and Girls (VAWG (2011-2019), the Cross Sectoral National Gender Strategy (2017- 2022), the Justice Sector strategy (2017-2022), the Security Sector Strategy (2017-2011) and the Strategic Priority 2 of the Palestine United Nations Development Assistance Framework (UNDAF 2018-2022).

UN Women has been operating in Palestine since 1997 (as UNIFEM) and has achieved significant successes in enhancing women’s access to justice, through supporting the Justice and Security institutions to establish, institutionalize and provide gender responsive and multi- sectoral services to women victims and survivors of violence and aligning legislations with international standards. These include amongst others; the support to the PA government to establish the Family and Juvenile Protection Units at the Palestinian Civil Police in 11 governorates, the establishment and institutionalization of VAW responsive specialized policing, prosecutorial and judicial services, the establishment of the One Stop Centre, strengthening the capacities of the Gender Units at the Justice and Security institutes, in addition to the support in developing key legislations, policies, Standard Operating Procedures (SoPs) and others.

**Background**

The prolonged occupation in the West Bank and Gaza, and the ongoing blockade and limitations on movement and access including the deteriorated humanitarian conditions continue to affect the Palestinian population’s wellbeing and aggravate existing gender inequalities within the society. Palestinian women’s lives are not only ruled by the occupation that disempowers them, violates their rights and restricts their freedoms as they also confront the consequences of the occupation while struggling traditional norms and attitudes within their society and communities. The IMAGES MENA (2017) research findings revealed that 59 per cent of men and 41 per cent of women respondents agreed or strongly agreed that “women should leave politics to men.” In addition, the results of the IMAGES MENA research showed that fewer than half of women felt that a man should have the final word about decisions in his home, compared with 80 per cent of men who claimed this prerogative, and only 3 per cent of men reported that their wives have independent decision-making power over whether she can leave the house[[1]](#footnote-1) .

**Violence against Women**

Violence against women is a serious human rights violation and continues to be the main obstacle facing women’s worldwide. Women in Palestine face multiple layers of violence and discrimination. The most recent official data available on violence against women in the West Bank and Gaza is from 2011, yet with the support of “HAYA” Programme, the new National Violence Survey will take place in 2019, through which updated data on VAW in Palestine will be made available. As per the 2011 Palestinian Central Bureau of Statistics’ (PCBS) Violence Survey, an average of 37 per cent of ever married women were exposed to one form of violence by their husbands, specifically 29.9 per cent in the West Bank, and 51.1 per cent in Gaza Strip. Moreover, per the same source, the percentages of women who were exposed to different types of violence were: 23.5 per cent were exposed to physical violence; 58.6 per cent were exposed to psychological violence, and 54.8 per cent were exposed to social violence.

Violence against women is widely prevalent and socially silenced in Palestine thereby contributing to the negative impact of women’s health especially sexual and reproductive health and women’s overall wellbeing. Violence against women restricts choices and decision making of those who experience it, curtailing their rights and opportunities across the life cycle to access critical information and services, including health, economic, social, security and justice. It is a risk factor concerning sexually transmitted infections including HIV/AIDS and unwanted pregnancy, in addition to causing direct physical and mental health consequences.

Per a 2015 study on VAW in the Gaza Strip[[2]](#footnote-2), 39.6 per cent of women reported to have experienced at least one form of domestic violence during the 11 months following the Israeli offensive on Gaza in the summer of 2014[[3]](#footnote-3). The most common form of violence was of psychological nature. Per data collected by SAWA[[4]](#footnote-4) in 2015, from 950 domestic violence cases, 18 per cent are victims of sexual abuse, 12 per cent of rape Available data reveals a very high percentage of rape committed by perpetrators from outside the victim’s family up to 20 per cent, together with 6 per cent attempted rape, 3 per cent of indecent behaviour and 18 per cent of unspecified abuse.[[5]](#footnote-5) Girl marriage is still a concern, as according to PCBS, early marriage[[6]](#footnote-6) rate of girls under the age of 18 is still high (20 per cent in 2015), a noticeable reduction was witnessed since the year 2000 as the rate stood at 36 per cent. From January to June 2017 data from the GBV Sub-Cluster chaired by UNFPA clearly shows that just less than 3 out of 4 women survivors of violence in West Bank and Gaza are perpetrated by either an intimate partner (36 per cent) or family members (36 per cent). Additionally, more than half of the registered women survivors of violence are married (58 per cent), 16 per cent single, 14 per cent divorced, 9 per cent widowed, and 3 per cent separated. Per the Women’s Centre for Legal Aid and Counselling (WCLAC), 27 cases of the killing of women and girls in the Palestinian territory (West Bank and Gaza) were observed in 2014, and 15 cases in 2015, whereas from the beginning of 2016 until mid-August, 18 cases of femicide were documented.

**About the joint programme “HAYA”**

This joint programme led by UN Women with the participation of UNFPA, UN Habitat and UNODC addresses the issue of building community justice for women and girls by preventing and combating violence against women. The ultimate outcome of the programme is to reduce vulnerability of women and girls in West Bank and Gaza to all forms of violence against women and from the threat of such violence.

Eliminating violence against women requires interventions on both the side of service providers as well as service users. This will be achieved through supporting reforms to the health and social service sectors’ capacities to be effective and accountable for preventing, mitigating and responding to violence, but also very importantly through changes to the community’s utilization of services and the behaviours and attitudes related to violence against women on the part of all concerned parties.

The programme builds on ongoing work across the UN system in West Bank and Gaza Strip and forms a coordinated, multi-sector, long term strategy designed to produce results in preventing and combating violence against women and girls through experimentation and documentation of ‘what works’ and lessons learnt. It also draws on the pending process of harmonizing legislation and regulations with international standards related to preventing and combating violence against women.

The programme focuses on comprehensive and integrated interventions that are designed based on the National Strategy to Combat Violence against Women: 2011-2019. The interventions are targeted at different levels (the individual, the relationship between partners, the family, the community, including the physical environment, the society, local government, national government, grassroots civil society); across the three pillars of prevention, response and policy development (the intermediate outcome areas as outlined above); and with a longer-term time-frame recognizing that preventing and responding to violence against women requires sustained commitment of financial and human resources.

**The Ultimate Outcome of the joint programme** is **“Reduced Vulnerability of Women and Girls in West Bank & Gaza to all forms of Violence against Women and from the threat of such violence*” (Haya)***

**The programme design is articulated around two intermediate outcomes:**

**GROUP (A)**

**Intermediate Outcome 1: Decreased harmful practices and attitudes** **that perpetuate and validate violence against women and girls within targeted households and communities.**

**GROUP (B)**

**Intermediate Outcome 2: Increased access by women and girls to gender-responsive EVAW services (economic, medical, medical-legal psychosocial, security, shelter) free of discrimination.**

Under the first intermediate outcome, the programme will focus on multi-pronged evidence-based prevention initiatives that support targeted households and communities for decreasing harmful practices, attitudes and behaviours. To achieve this, about 40 communities in the West Bank and Gaza will be selected through consultation with partners, central and local authorities as well as CSOs. Joint UN actions will be undertaken in those communities by partnering with women and men, girls and boys within the families. Interventions will include promoting the existing positive change and new social norms through identifying the change holders (both women and men at various levels) and their replicable practices. Changing values and norms in families and communities also require outside-in interventions, including through the efforts of education institutions, local public authorities and media, with whom we are planning to partner with as positive social pressure within the target communities and beyond.

Under the second intermediate outcome the programme will focus on increasing access by women and girls to gender-responsive EVAW services. The major effort will be placed on increasing the ability of women and girls to freely and safely make informed decisions to use EVAW services and also advocate for comprehensive EVAW services. For this, we will employ the positive deviance approach[[7]](#footnote-7), thus will closely partner with women, who already benefitted from the EVAW services with successful outcome to serve as the ‘experts’ (further referred as positive deviant). It will be of utmost importance to further support such positive deviants to network and stay connected as the key expert group of the programme. Among the positive deviant, we aim to identify those, who are willing to speak up (based on consent) and disseminate replicable practices of women in combating violence against them. By engaging positive deviants, the programme aims to tackle one of the key challenges, which is women’s trust to public/formal service provision, and thus increase the share of women who access formal services and support. The aim is also to equip positive deviant women with the knowledge to demand better and budgeted services from the public and CSO actors, as a way to ensure sustainability of efforts that we will support. It is of key importance to further improve service providers’ capacity, including those of shelters to provide improved gender-responsive services of various range for the victims and survivors of violence both in the West Bank and Gaza Strip.

1. **Description of Required Services (only relevant outcomes under this call for proposals are included)**

**GROUP (A)**

**Intermediate Outcome 1: Decreased harmful practices and attitudes that perpetuate and validate violence against women and girls within targeted households and communities.**

**Immediate Outcome 1.1** **(Gaza Only)** Increased awareness and skills of educational institution’s staff and students regarding EVAW.

**Indicators:**

1-% of targeted educational institution's staff who report using the newly acquired knowledge and skills in their work, by sex (70% per year).

2-# of targeted educational institution's staff who report using the newly acquired knowledge and skills in their work, by sex (400 staff per year).

3-% of targeted educational institutions' staff who report change in attitudes as a result of the proposed interventions within 12 months of implementation, by sex (70% per year).

4-# of targeted educational institutions' staff who report change in attitudes as a result of the proposed interventions within 12 months of implementation, by sex (200 per 2019/200 per 2020/ 200 per 2021).

5-Number of schools in the that formally integrate strategies, curriculum and manuals produced through the project within their curriculum and extra curriculum activities (10 schools 2019/10 schools 2020/ 10 schools 2021).

Under this Outcome, the Programme aims to implement the following intervention:

1. **Provide skills and capacity support to teachers, councillors, students and parents of students 30 schools in Gaza. To promote gender justice, the concept of "quality of life" through Formal and non- formal interventions will be implemented.**
	* 1. Scale up the implementation of the existing GBV School Manuals in 30 UNRWA Schools through training teachers and working with students to reduce GBV in schools and promote equal and respectful gender relations.

Currently both UN Women and UNFPA have piloted small scale projects on integrating curricula on violence against women in formal education institutions. Both initiatives have provided evidence of success and are ready to be scaled up for a significant impact. These manuals have been piloted and refined in UNRWA schools under UN Women’s component in the Rule of Law joint programme and under this joint programme on eliminating violence against women will be scaled up and implemented in Gaza Strip in more UNRWA schools as well as government schools.

**Immediate Outcome no. 2:** **(Gaza and West Bank)** Promoted equal and respectful relationships among women, men, girls and boys in WB and Gaza.

**Indicators:**

1- # of women, men, boys and girls participating in community activities designed through the project related to eliminating violence against women (250 per year).

Under this Outcome, the Programme aims to implement the following intervention:

1. **Undertake a mapping of existing positive practices in the target communities, which promote equal and respectful relationships between women and men, girls and boys. Based on the mapping results, identify the positive deviants to share their current practices for replication and expansion within and beyond their communities under the leadership of women and girls and their allies from among men and boys.**
	* 1. Identify the positive deviants and deliver a training programme
		2. Deliver a story-telling and document the journey of positive deviants
		3. Organize coaching sessions and peer-to-peer discussions for positive deviants with women in shelters

Every cell of the society has the positive solution holders, who demonstrate unusual, but replicable positive behaviours, attitudes and practices. These ‘positive deviants’ will be identified in the target communities, and their practices will be researched in detail for further upscaling using behaviour change communication as well as innovative development techniques. Such existing practices will be documented and shared with the wider audience in Palestine and beyond

1. **Conduct targeted research on how the attitudes and behaviours of men and boys change as a result of innovative interventions**
	* 1. Develop a methodology for a baseline study that will inform the final research and develop the ToR for the baseline study
		2. Conduct the baseline study and disseminate the result among the programme partners and key relevant stakeholders.
		3. Conduct a final evaluation (end line). To assess the change in attitudes and behaviour as a result of the proposed interventions.

UN Women has finalized the regional IMAGES survey which included a chapter on Palestine. The International Men and Gender Equality Survey (IMAGES) is one of the most comprehensive household studies ever carried out on men’s attitudes and practices – along with women’s opinions and reports of men’s practices – on a wide variety of topics related to gender equality, including violence against women.

**GROUP (B)**

**Intermediate Outcome 2: Increased access by women and girls to gender-responsive EVAW services (economic, medical, medical-legal psychosocial, security, shelter) free of discrimination.**

**Immediate Outcome 2.1 (Gaza and West Bank)** Increased ability of women and girls to freely and safely make informed decisions to use EVAW services and advocate for comprehensive EVAW services.

**Indicators:**

1-% of targeted women and girls who report increased awareness of their rights, by age (100%).

2-# of targeted women and girls who report increased awareness of their rights, by age (10 women per year).

3-Percentage of women and girls in the targeted communities who are aware of the different services available for victims of violence by age (10% increase by 2019/15% by 2020/30% by 2021).

4- Percentage of women and girls who are aware of the services and use them, by age (70% per year).

Under this Outcome, the Programme aims to implement the following intervention:

1. **Identify former survivors of violence, who has successfully managed to get out of the circle of violence, including through accessing quality services in the target communities. Provide capacity building and overall empowerment support for women survivors to share their stories in an empowering and enabling manner in their communities. Engage empowered women survivors in awareness raising and outreach activities on access to services and recourse mechanisms.**
	* 1. Develop the methodology to identify women survivors of violence who are fully re-integrated into the society who are willing to share their experiences with women victims and survivors (including identifying the criteria for the selection)
		2. Provide capacity development support for the identified women survivors "positive deviants" in undertaking outreach activities and awareness raising session (this includes developing training material, developing ToRs and delivering the trainings)
		3. Co-create [[8]](#footnote-8)awareness raising sessions on existing services and service providers to women victims of violence through partner organizations using innovative methods (including ICT, audio-visual, etc.)

The 2011 PCBS Violence Survey shows that less than one per cent of women seek professional help. One of the reasons for the low percentage is lack of awareness of available and accessible services. Consistent awareness raising and outreach is necessary to ensure the community has a better understanding of the following issues: why services for victims of violence against women are critical; how those services can be accessed; what are the rights of service users; and to remove stigma from the women who access these services, which is an additional obstacle to women's willingness to report violence.

Improving the availability and quality of services has little impact if victims are not aware of how to access services and what rights they have and their families, and community at large does not support them to access services.

**Immediate Outcome 2.2 (Gaza and West Bank)** Increased knowledge and capacity of women to demand budgeted and results oriented services to eliminate VAW.

**Indicators:**

1-Percentage of targeted women who report increased knowledge about results oriented services (100% per year).

2- Percentage of targeted women who report using newly acquired knowledge to demand results-oriented services (70% per year).

Under this Outcome, the Programme aims to implement the following intervention:

1. **Co-design a training and other capacity building initiatives targeting empowered women from among the survivors of violence to demand better and budgeted services from the public, and CSO sector players.**
	* 1. Design and deliver initiatives for women survivors to influence decision makers and lobby for improving services to women victims and survivors of violence
		2. Develop audio-visual materials including factsheets and info-packs to distribute among decision makers, service providers and government representatives to advocate for improving the budgets and provided services to women victims of VAW

Women survivors, who have positive and replicable experience, and who are able to speak up and support other women will be targeted to obtain specific knowledge and tools to demand improved and budgeted services. This will also include active participation of these women in various policy dialogues with the services providers as well as decision makers.

**Geographical area:**

The proposed project targets the West Bank including East Jerusalem and Gaza.

1. **Timeframe: Start date and end date for completion of services/results**

The intervention should cover the duration of 40 months.

**Expected Starting Date:**

1June 2019

**Annex B1-1**

**Call for proposal**

**Description of Services**

**CFP No. UNW-CAN-JP-001/2018**

Proposal/no proposal confirmation form

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

|  |  |  |
| --- | --- | --- |
|  |  | Date:  |
| To: | UN Women   | Email: |
| From: |  |  |
|  |  |  |
|  |  |  |
| Subject | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

YES, we intend to submit an offer.

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

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

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

( ) We cannot meet the requested terms of reference

( ) Your CFP is too complicated

( ) Insufficient time is allowed to prepare a proposal

( ) We cannot meet the delivery requirements

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

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

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

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

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

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

Annex B1-2

**Call for proposal**

**Description of Services**

**CFP No. UNW-CAN-JP-001/2018**

Mandatory requirements/pre-qualification criteria

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

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

Annex B1-3

**Call for proposal**

**Description of Services**

**CFP No. UNW-HAYA-JP-001/2019**

**Technical proposal submission form**

a. This Technical Proposal Submission Form must be completed in its entirety.

b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent’s Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

CFP No (UNW-CAN-JP-001/2018) - (Name of Proponent) - Technical proposal

c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.

d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent’s Technical Proposal and fully responds to the request for proposal No (UNW-CAN-JP-001/2018)

|  |  |
| --- | --- |
| Proponent’s Eligibility Confirmation and Information | Proponent’s Response |
| 1. What year was your organization established? |  |
| 2. In what province/state/country is your organization established? |  |
| 3. Has your 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 \_\_\_\_\_\_ |
| 4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.  | Yes \_\_\_\_\_; No \_\_\_\_\_\_ |
|

|  |
| --- |
| 5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list> or 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 Annex B and is grounds for immediate rejection)  |

 | Yes \_\_\_\_\_; No \_\_\_\_\_\_ |
|

|  |
| --- |
| 6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.  |

 | Yes \_\_\_\_\_; No \_\_\_\_\_\_ |
|

|  |
| --- |
| 7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.  |

 | Yes \_\_\_\_\_; No \_\_\_\_\_\_ |
|

|  |
| --- |
| 8. 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 UNWOMEN.  |

 | Yes \_\_\_\_\_; No \_\_\_\_\_\_ |
|

|  |  |
| --- | --- |
| 9. Confirm that the proponent and your sub-contractors have not been associated, or had been 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.  |   |
|

|  |
| --- |
|   |

 |

 | Yes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 10. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors. | Yes \_\_\_\_\_; No \_\_\_\_\_\_ |
|  |  |

I, (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I am (Position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of (Name of Organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; that

by signing this Proposal for and on behalf of (Name of Organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package.

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

(Signature)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Address: |  |
| Telephone Number: |  |
| Fax Number |  |
| Email Address: |  |

**Technical proposal submission form**

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 proponent confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” refer to those organizations that submit a proposal pursuant to this CFP.

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. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and capacity (technical; governance and management; and financial and administrative).

|  |  |  |  |
| --- | --- | --- | --- |
| Section | Points | Criteria | Proponent’s Response |
| 1 | 40 | Technical description and appropriateness/adequacy of approach / service.* Describe the technical approach, soundness and adequacy of approach; what will be done to achieve the results.
* linkage between the activities, indicators and the results.
* Specific strategies to support the achievement of results.
* Detailed Implementation plan. That reflects the sequence of activities, timeframe, geographic coverage, targets reached.
* Risks to implementation and mitigation measures.
 |  |
| 2 | 15 | Relevance and technical capacity: (See Capacity Assessment Checklist)• proposed staffing (number and expertise) for the services to be delivered;• organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors |  |
| 3 | 8 | Governance and management capacity: (See Capacity Assessment Checklist)• Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation• Overall governance/management structure of the proponent organization |  |
| 4 | 7 | Financial and administrative management capacity: (See Capacity Assessment Checklist) |  |
|  |  | Provide a minimum of two relevant references of similar successful project |  |
|  | 70 | Total |  |

**Annex B1-4**

**Call for proposal**

**Description of Services**

**CFP No. UNW-HAYA-JP-001/2019**

**Financial proposal submission form**

1. a. This Financial Proposal Submission Form must be completed in its entirety.
2. b. Financial proposals must be submitted in: (ILS)

**The entire Price Proposal must be placed in a separate email/attachment**

When submitting by email, the email subject line should read:

**CFP No. UNW-HAYA-JP-001/2019 – (Name of proponent) - Financial proposal**

1. c. The completed Financial Proposal Submission Form constitutes Proponent’s Financial Proposal and fully responds to Request for Proposal No **Error! Reference source not found.** I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.
2. In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.
3. Template for proposal submission

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

 Signature Name

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

 Date Address

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

 Telephone No. Email address

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Item  | *Unit identification* | Unit Price | No. of Units  |  **Cost in ILS**  |
|   |   |  |
| **Immediate Outcome** |  |  |  |  |
| **1. Activities**  |  |   |   |  |
| 1.1 Main activity  |  |   |   |  |
| 1.1.1 sub activities / expenses  |  |   |   |  |
| 1.1.2 |  |   |   |  |
| 1.1.3 |  |   |   |  |
| **Subtotal**  |  |  |  |  **-**  |
| **2. Consultancies** |  |   |   |  |
| 2.1 |  |   |   |  |
| 2.2 |  |   |   |  |
| 2.3 |  |   |   |  |
| **Subtotal**  |  |  |  |  **-**  |
| **3. Equipment** |  |   |   |  |
| 3.1 |  |   |   |  |
| 3.2 |  |   |   |  |
| 3.3 |  |   |   |  |
| **Subtotal**  |  |  |  |  **-**  |
| **4. Personnel**  |  |   |   |  |
| 4.1 |  |   |   |  |
| 4.2 |  |   |   |  |
| 4.3 |  |   |   |  |
| **Subtotal**  |  |  |  |  **-**  |
| **Direct project cost**  |   |  |  |  **-**  |
| **Indirect cost (7%)** |   |  |  |  **-**  |
| **Grand Total (ILS)** |  |  |  |  **-**  |

Annex B1-5

Call for proposal

Description of Services:

CFP No. UNW-HAYA-JP-001/2019

Format of resume for proposed staff

Name of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Years with Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 B1-6**

**Call for proposal**

**Description of Services**

CFP No. UNW-HAYA-JP-001/2019

**Capacity Assessment Document Checklist**

**For Potential Implementing Partners/Responsible Parties**

**All supporting documents must be provided as annexes**

Governance, Management and Technical

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

|  |
| --- |
| Legal registration  |
|  |

 | Mandatory  |  |
| Rules of Governance / Statues of the organization  | Mandatory |  |
| Organigram of the organization | Mandatory |  |
| List of Key management | Mandatory |  |
| CVs of Key Staff proposed for the engagement with UN Women | Mandatory |  |
| Anti-Fraud Policy Framework | Mandatory |  |

Administration and Finance

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

Procurement

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

Client Relationship

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

1. UN Women and Promundo (2017). Understanding Masculinities: Results from the International Men and Gender Equality Survey (IMAGES) – Middle East and North Africa - Palestine Chapter [↑](#footnote-ref-1)
2. Catherine Müller and Laila Barhoum Commissioned by Alianza por la Solidaridad (ApS) and ActionAid (AA) October 2015: Violence Against Women in the Gaza Strip after Israeli Military Operation Protective Edge. [↑](#footnote-ref-2)
3. Because of the Offensive, 2,251 Palestinians, including 1,462 civilians were killed, of whom 551 were children and 299 women, and 11,231 Palestinians were injured including 3,436 children and 3,540 women, 10 percent of whom suffer permanent disability. In total, 18,000 housing units were destroyed in whole or part, worsening the already dire circumstances before the War. [↑](#footnote-ref-3)
4. SAWA is a Palestinian, non-profit civil society organization working to eliminate all types of violence against women and children, and to promote gender equality in Palestinian society. SAWA runs a helpline for women and youth who are exposed to violence. [↑](#footnote-ref-4)
5. Gender Based Violence in Palestine Factsheet, ITCOOP, 2015 [↑](#footnote-ref-5)
6. In line with international law, the PCBS definition of early marriage is the marriage of a child under the age of 18. [↑](#footnote-ref-6)
7. Positive deviance refer to behaviors by some community members that produce better results and solutions to adversities while facing the same challenges, and cultural norms as other community members. [↑](#footnote-ref-7)
8. Co-creation is “A management initiative that brings different parties together, to jointly produce a mutually valued outcome. Co-creation brings a blend of ideas from direct target groups or viewers which in turn creates new ideas to manage an intervention”. [↑](#footnote-ref-8)