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-002/2019**

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** **CANDIDATES CAN ONLY APPLY FOR EITHER GROUP A OR GROUP B.**
* **INTERESTED CANDIDATES MUST SUBMIT A PROPOSAL THAT COVERS ALL THE DIFFERENT COMPONANTS IN THE (CFP) IN THE SELECTED GROUP COVERING BOTH WEST BANK AND GAZA. PARTIAL PROPOSALS WILL NOT BE ACCEPTED.**
* **INTERESTED CANDIDATES CAN WORK IN CONSOURTIUM IN ORDER TO COVER THE DIFFERENT COMPONANTS IN THE SELECTED GROUP TO COVER BOTH WEST BANK AND GAZA WITH ONLY ONE LEAD ORGANISATION AND MUST SUBMIT ONE JOINT PROPOSAL.**
* **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 6 June 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-002/2019**

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:** 14 May 2019

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

**Date:** 22 May 2019

**Time:** Midnight -Palestine time

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

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

A Questions and Answers session will be held on 23 May 2019, between 11:00 – 13:00 in Ramallah, Caesar Hotel, Al and Gaza UNDP Building: Ahmad Bin Adel Aziz Street, Gaza City.

**Proposal due**

**Date:** 6 June 2019

**Time:** Midnight- Palestine time zone

**Planned award date:** 25 June 2019

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

Call for Proposal (CFP)

CFP No. UNW-HAYA-JP-002/2019

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-002/2019 (name of proponent) - TECHNICAL PROPOSAL

* Proponents are required to submit all supporting documents for this Call for Proposal in the submission e-mail as an attachment. The UN Women e-mail server can receive e-mails of a maximum of 10 MB per e-mail where Proponents can send multiple e-mails to accommodate all the supporting documents. Proponents who send external download links for supporting documents will be disqualified.
* 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-002/2019 (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-002/2019 (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-002/2019 (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 2022**. 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).

**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) .

The lack of shelters was a struggle for Palestinian women’s rights organizations in the 1990’s. Some activists explained how they rented hotel rooms and furnished apartments, used churches and sometimes private homes to save women’s lives. Almost twenty years later and with the establishment of four different shelters and an emergency shelter in the West Bank and Gaza that the situation has improved. However, the challenges are different. On the one hand some shelters accumulated expertise and developed skills on how to deal with survivors’ issues in the Palestinian context. On the other hand, there is a need to develop a comprehensive service network and distinguish between the different needs of sheltering.

Sheltering services are important component of combating VAW in the current context in Palestine especially for women whose life is threatened. At the national level Sheltering services are placed within the first strategic objective of the Palestinian National Strategy 2011-2019 to Combat Violence against Women (VAW) which aims to promote a legal framework and institutional mechanisms to protect women from violence. The Palestinian National Strategy to Combat Violence Against Women, referred to the need to “increase the number and develop services of safe homes and institutions offering legal and social protection services and ensure their wide geographic distribution throughout the oPt”. The Cross Sectoral National Gender Strategy 2014-2016: Policy # 5 highlighted the importance of “Developing social services for battered women and the most vulnerable to marginalization”. The UN Women’s strategic framework: Impact Area 3” Preventing violence against women and girls and expanding access to services”: has a main outcome on supporting “Specialized, quality, multi-sectoral survivors-based services available and accessible to women and girls’ victims of violence”

**The Status of Shelters in Palestine**

The history of shelters goes back to the establishment of the first shelter (Safe House in Nablus) in 1999. However, women rights organizations, churches and some charitable organizations have been protecting women long before that. Currently there are five sheltering services in the West Bank and the Gaza strip. They are Mehwar Centre, Nablus Safe Home, the Jericho shelter in the West Bank, the Hayat Centre and Aman Centre (Safe Home) in Gaza. The establishment of Mehwar marked an important milestone towards professionalizing sheltering services in terms of standards, training and developing skills and expertise will guarantee the needed safety and protection of women victims of violence. It also marked the new understanding of a continuum of services response. Longer term interventions are implemented by the Ministry of Social Development although require additional support such as second stage sheltering and viable economic empowerment which the MOSD cannot fully provide yet.

An assessment of shelters in Palestine was carried out by UN Women in 2018 to evaluate the services of all five centers/shelters (Mehwar Centre, Nablus Safe Home, the Jericho shelter, the Hayat Centre and Aman Centre (Safe Home) in Gaza) that offer anti-violence services to women survivors of VAW in Palestine. The assessment includes the role of the National Government in institutionalizing the centers’ sheltering services and coordinating their services within the national strategies on eliminating violence against women. The objectives of the assessment were to 1- Assess the quality, efficiency, sustainability and inclusiveness of the multipurpose and 2- Provide actionable recommendations for the improvement of VAW services to better suit the needs of women survivors of VAW.[[2]](#footnote-2)

UN Women and several other donors (UNFPA, Italian Cooperation, Japan) have been providing significant support to the Mehwar Center and to the Hayat Center for the provision of sheltering services. However, in the West Bank there are still significant challenges to making shelter services available and accessible, in particular to women in the Hebron governorate and in East Jerusalem. Social norms still create stigma for women accessing shelters and Hebron and the surrounding area are known for particularly traditional and conservative norms. The NGO run shelter in Nablus and NGO run crisis centre in Jericho both struggle with financial challenges and technical capacity.

In East Jerusalem, the problem is of a different nature as Palestinian women are reluctant to contact Israeli police or social services, or go to Israeli shelters due to stigma, and they risk losing their East Jerusalem residency rights if they go to a West Bank shelter for any prolonged period. With funding from the Canadian Government, UNFPA is currently conducting a study on how GBV survivors access services in East Jerusalem, as this information is lacking.

In Gaza Strip, the only overnight shelter is run by the Ministry of Social Development but does not take a human rights-based approach. However, over the last two years this shelter has recently started working with civil society organizations that focus on women's human rights to improve their response, skills and capacity. The Gaza Strip based women’s human rights NGO “AISHA” is providing human rights training to the staff and independent reintegration services to women shelter beneficiaries, however a huge gap exists between need and response and the existing mindsets and policies.

Essential Services encompass a core set of services provided by the health care, social service, police and justice sectors. The services must, at a minimum, “secure the rights, safety and well-being of any woman or girl who experiences gender-based violence”.[[3]](#footnote-3) Although shelters are not expected to provide all these services, they need to be part of a network of service providers and ensure that their beneficiaries receive these needed services. Coordination of the national referral system which can be the umbrella to identify, refer and serve all victims of violence is still weak and not fully operational. One reason is staff rotation especially in health and social services where trained staff is usually transferred to other positions and new staff are not properly trained to deal with violence cases

**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 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)***

**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 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. It is also 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**

**Immediate Outcome 2.4** Increased capacity of existing shelters to conduct outreach and provide quality services in a survivor focused manner.

**Note: Work under this immediate outcome must be coordinated with the MoSD and relevant authorities.**

**Indicators:**

1-Number of women and girls’ survivors of violence, who use the services of the shelter, by age and type of service. (Pre and post, 5% increase per year).

2-Level of satisfaction by women and girls’ survivors with services provided by shelters, by age. (pre and post assessment, 100% satisfaction per year).

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

**GROUP A**

1. **Support to shelters to scale up provision of services; refurbish shelter facilities, create operational capacity; scale up volunteer helplines for crisis counselling and information; and scale up UN Women's pilot on reintegration services in particular to women in rural areas and from vulnerable/marginalized populations (Gaza, Hebron, East Jerusalem, Bedouin women, women in Area C). (Gaza and West Bank)**
	* 1. Conduct an assessment of the targeted shelters to identify the different shelter needs taking into consideration the different gender needs of girls and women including the principles of empowerment, integration, inclusion, accessibility, child friendly spaces, active participation, renewable energy and environmental consideration.
		2. Design and deliver a capacity building and infrastructure improvement plan (including minor infrastructure works to enhance the shelters’ physical space and the accessibility of persons with disability, as well as refurbishing and equipping). For the targeted shelters. The above principles need to be reflected.[[4]](#footnote-4)

**GROUP B**

1. **Shelter services, material and financial assistance provided to women victims of violence in emergency situations. (Gaza and West Bank)**
	* 1. Provide capacity building trainings to support and enhance the quality of the sheltering services provided in Gaza by civil society and harmonize them with the national services provision in the West Bank.[[5]](#footnote-5)
		2. Improve service providers’ capacity/unconducive attitudes and behaviours including those of shelters to provide improved gender-responsive services of various range for the victims and survivors of violence
		3. Provide a package of services including psychosocial, legal, economic, protection outreach etc. to women victims and their children, elderly women and girls’ victims of violence in the shelters.
2. **Establish a regional protection network to develop women protection mechanisms. (Gaza and West Bank)**
	* 1. Activity will take place in 2020 and beyond in partnership with MoSD and other stakeholders.

UN Women also aims to support civil society to develop a network with shelters in neighbouring Arab countries to exchange knowledge and experience and built mutual understanding of protection in the region. This also enables some countries to refer women whose lives are in severe threat to shelters in other Arab countries. The network will meet once or twice a year and carry out exchange visits.

**Geographical area:**

The proposed project targets the West Bank 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:**

1July 2019

**Annex B1-1**

**Call for proposal**

**Description of Services**

**CFP No. UNW-CAN-JP-002/2019**

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-002/2019**

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-002/2019**

**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-002/2019) - (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-002/2019)

|  |  |
| --- | --- |
| 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).

The Technical Proposal must include the following sections; The relevant organizational background, The context analysis, The technical approach and Activities, The logical framework, The implementation plan, M&E plan and a Risk analysis.

|  |  |  |  |
| --- | --- | --- | --- |
| 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-002/2019**

**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-002/2019 – (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-002/2019

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-002/2019

**Capacity Assessment Document Checklist**

**For Potential Implementing Partners/Responsible Parties**

**NOTE: All mandatory requirements must be provided as annexes as part of the submitted package. Any missing documents will result in disqualification.**

**All documents must be sent via email, where** the email subject line should read:

**CFP No. UNW-HAYA-JP-002/2019 – (Name of proponent) - Capacity Assessment Documents**

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. UN Women, Assessment of the Services of Anti-Violence Centres and Shelters in Palestine 2018. [↑](#footnote-ref-2)
3. UN Women and UNFPA, Essential Services Package for Women and Girls Subject to Violence: Core Elements and Quality Guidelines. [↑](#footnote-ref-3)
4. The implementing partner in collaboration with UN Women and MoSD will support the reactivation and full functioning of the established National Reference Group for Protection Centres. The implementing partner will be involved in roundtable discussions with all stakeholders including the shelters management to align vision and strategic priorities of shelters in serving women victims and survivors of violence, including women who are not targeted in the protection centers' bylaws. [↑](#footnote-ref-4)
5. The implementing partner in collaboration with UN Women and MoSD will support the reactivation and full functioning of the established National Reference Group for Protection Centres. The implementing partner will be involved in roundtable discussions with all stakeholders including the shelters management to align vision and strategic priorities of shelters in serving women victims and survivors of violence, including women who are not targeted in the protection centers' bylaws. [↑](#footnote-ref-5)