

Call for Proposals (CFP)

**Under the Regional Programme “Men and Women for Gender Equality- Phase II”
implemented by UN Women, and funded by Sweden**

CFP No. UNW-M&W-RP-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:

- **Proposals can be submitted by local non-governmental organization. Companies or non-for-profit companies are ineligible to apply.**
- **Interested organizations need to demonstrate ability to implement the activities in both the West Bank including East Jerusalem and Gaza.**

Proposals must be received by UN Women at the address specified not later than **midnight 30 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 B2-1	Proposal/no proposal confirmation form
Annex B2-2	Mandatory requirements/pre-qualification criteria
Annex B2-3	Template for proposal submission
Annex B2-4	Format of resume for proposed staff
Annex B2-5	Capacity Assessment Document Checklist

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

Call for Proposal (CFP)

CFP No. UNW-M&W-RP-002/2019

Section 2: Proposal data sheet

Programme official's name: "Men and Women for Gender Equality- Phase II"

Email: palestine.registry@unwomen.org

Telephone number: 02-628-7602

Issue date: 10 June 2019

Requests for clarifications due via e-mail

Date: 17 June 2019

Time: Midnight -Palestine time

Email: palestine.registry@unwomen.org

UN Women Q&A session to proponents'

City	Time	Venue
Ramallah	17 June 2019 between 10:00-12:00	UN Women, Palestine Office 2 nd Floor, UCI Building, 17 Nizar Qabbani Street, Al Masyoun, Ramallah
Gaza	17 June 2019 between 10:00-12:00	UNDP Building: Ahmed Bin Abdel Aziz Street, Nasser Area, Gaza City
Hebron	18 June 2019 between 10:00-12:00	Issad Altofulah (Municipality)
Nablus	19 June 2019 between 10:00-12:00	Nablus Chamber of Commerce & Industry, Fifth Floor.

Proposal due

Date: 30 June 2019

Time: Midnight- Palestine time zone

Planned award date: 1 August 2019

Planned contract start date: 1 August 2019

Call for Proposal (CFP)

CFP No. UNW-M&W-RP-002/2019

Section 3: Instructions to proponents

1. Introduction

- 1.1. UN Women invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party.
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UN Women may, at its discretion, cancel the services in part or in whole.
- 1.4. 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.
- 1.5. 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.
- 1.6. 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.

3. 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.

4. Clarification of CFP documents

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

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.

5. 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.

6. Language of proposal

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women, shall be written in English. 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.

7. Submission of proposal

7.1. Technical and financial proposals should be submitted in one email with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UN Women will assume no responsibility for the misplacement or premature opening of the proposals submitted.

Email text body should indicate the name and address of the proponent and the description of the proposal (technical and financial).

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

CFP No. UNW-M&W-RP-002/2019 – (name of proponent) – TECHNICAL & FINANCIAL PROPOSAL

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

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

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

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

- 7.4 Late proposals: Any proposals received by UN Women 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.

9. 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.

10. 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.

11. Evaluation of technical and financial proposal

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

- 11.1.1 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 <ul style="list-style-type: none">• Soundness of the proposed results and activities, and linkages between them (20 points).• Soundness and adequacy of the technical approach and proposed strategies to support the achievement of results (5 points).	40 points
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	<ul style="list-style-type: none"> Realistic detailed Implementation plan (5 points). Soundness of the Monitoring and Evaluation approach and tools (10 points). 	
2	<p>Relevance and technical capacity: (See Capacity Assessment Checklist)</p> <ul style="list-style-type: none"> 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; previous experience in masculinities and/or fatherhood and engaging men in childcare. relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors. <p><u>Assets</u></p> <ul style="list-style-type: none"> Previous experience in engaging youth, both girls and boys, and men for gender equality. Previous experience and/or knowledge in positive parenting and the involvement of men in the care of children. Have strong relationships with key government sectors including in public health, social affairs, gender and women's affairs. 	15 points
3	<p>Governance and management capacity: (See Capacity Assessment Checklist)</p> <ul style="list-style-type: none"> 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	<p>Financial and administrative management capacity: (See Capacity Assessment Checklist)</p>	7 points
	TOTAL	70 points

11.2 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 $(\$10.00/\$20.00) \times 30$ points = 15 points

12. Preparation of proposal

12.1 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.

- 12.2 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.
- 12.3 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.
- 12.4 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.
- 12.5 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.
- 12.6 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: Annex B2-1, Annex B2-2, Annex B2-3, Annex B2-4, Annex B2-5, and Annex B2-6**) as an integral part of their proposal. Proponents may add additional documentation to their proposals as they deem appropriate.

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

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

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

Pre-submission:

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

Stand-alone document	Proposal/no proposal confirmation form (Annex B2-1 hereto)
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13 Format and signing of proposal

The proposal shall be typed 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.

14 Award

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

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

14.3 The award will be for an agreement with an original term **of two years**. 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

The Regional Programme “Men and Women for Gender Equality- Phase II” implemented by UN Women, and funded by Sweden

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 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

About the Regional Programme the Men and Women for Gender Equality- Phase II

In 2015, UN Women initiated the regional programme “Men and Women for Gender equality” to enhance gender equality in the Arab Region, through understanding the root causes for gender inequality, and addressing them through innovative approaches that involve both men and women in societies in Egypt, Morocco, Lebanon and Palestine. The programme, unique to the region, focused on engaging men and boys to achieve gender equality in partnership with women and girls, while also promoting the rights of women in the family by providing alternative interpretations of religious texts. Since there is still a need to continue the effective development approaches to address the root causes of gender equality, to create new, innovative ones, and to continue supporting social movements that tackle inequalities and unfavourable social and gender norms, a second phase of the programme was developed.

The second phase of the programme which is supported by Sweden, contributes to:

- **Outcome 1:** Communities have more gender-equitable behaviours.
- **Outcome 2:** Key institutions (academia, faith-based institutions, media, Governments) and networks integrate/promote gender-responsive practices.
- **Outcome 3:** Laws, policies and strategies promoting gender equality are drafted, revised and/or approved.

Phase II of the programme will build on the solid foundation, results and lessons learned established during phase I to accelerate transformative change with respect to gender equality and women's rights; through broader community outreach, and institutional and legal change. UN Women will replicate and scale up the most innovative and effective community-based practices on engaging men and boys in gender equality based on evidence.

Furthermore, a regional fatherhood campaign will be conducted to raise awareness on the critical roles of fathers in child care, violence prevention and gender equality issues.

UN Women will support the regional network of women's rights activists established under the programme to challenge interpretations of religious texts and to engage religious leaders in gender equality. Innovative technology solutions to promote gender equality will be developed by youth, along with the regional Gender Innovation Agora youth network to reach out to and mobilize more young women and men for achieving gender equality.

UN Women will contribute to legislative and policy change by partnering with civil society to advocate for the revision of discriminatory laws, and the drafting of new laws and policies. This will include targeting legislation to end violence against women, paternal leave policies and the inclusion of "engaging men and boys" in national strategies to promote gender equality.

2. General Overview and Description of Required Services/ Results

The International Men and Gender Equality Survey (IMAGES) in the Arab world was one of the most comprehensive household studies ever carried out in the region on men's attitudes and practices on a wide variety of topics related to gender equality – as well as gauging women's perspectives on such practices, and their opinions and reports of their own experiences. The IMAGES survey was implemented by UN Women and Promundo with local research partners in Lebanon, Egypt, Morocco, and Palestine, accompanied by qualitative research, and aimed to drive evidence-based program and policy development. To build on these findings, Promundo and UN Women developed four policy briefs to move the recommendations of IMAGES forward by providing guidance and actionable steps for actors in the region to design and adapt programming and advocacy work on specific themes, including fatherhood and care work.

IMAGES MENA findings found that women reported far greater involvement in routine domestic work and caregiving than men. In qualitative interviews, however, men and women affirmed examples of men doing this work, mostly in times of conflict or war when men are unable to play the role of provider, or when women are less able to undertake this work because of pregnancy,

illness, or injury. In some countries, men and women also affirmed that many fathers provide meaningful accompaniment and support to their wives during pregnancy, with 56 per cent joined their wives for some or all of visit with the healthcare provider and 81 per cent being present in the room or in the building for the birth of a child in Palestine¹.

The study also explored dynamics of violence against women and children. Research found evidence of the intergenerational transmission of violence; men who witnessed their fathers using violence against their mothers, and men who experienced some form of violence at home as children, were significantly more likely to report perpetrating intimate partner violence in their adult relationships. In the four countries, there were also high reports of violence perpetrated against children with as many as 50 per cent of men and 80 per cent of women reporting using some form of physical punishment or other forms of violence against their own children.

These findings highlight the need to engage men as caregivers more intentionally in program, community-based campaigns, and policy advocacy efforts. Men's involvement as fathers matters for women, whose pathways to empowerment and independence are strengthened when the burden of unpaid care work is shared and there is a decrease in violence in the home. They also matter for children. According to the State of the World's Fathers 2015 report, fathers matter for children's emotional and intellectual development. For example, playful and affectionate interaction with fathers can predict children's positive social-emotional involvement with others, particularly with peers, while harsh discipline by fathers is sometimes associated with later behavioural problems for boys and girls. Just like the intergenerational transmission of violence there is also evidence of the inter-generational transmission of caregiving; IMAGES MENA (Middle East and North Africa) data show that men who were taught to do unpaid care work as children and who saw their own fathers participate in traditionally considered female household work were more likely to do so in their own families.

Program P

Under Output 1.2. (A regional model for engaging fathers in gender equality exists), a regional model on how to engage fathers in gender equality will be developed and tested, with evidence of more men sharing unpaid care work. The model will build on the fatherhood programme initiated in Lebanon (Program P): additional fatherhood programmes (Program P) to be rolled out in Egypt, Morocco, and Palestine; fatherhood initiatives will be developed under the community-based grants component; social media clips; and fatherhood exhibitions developed in phase I, will be featured during a regional fatherhood campaign. These fatherhood programme will be presented to Governments and other actors, such as the private sector, for replication and adoption.

UN Women in collaboration with Promundo will adapt and implement a gender transformative methodology called Program P ("P" for padre and pai, or "father" in Spanish and Portuguese, respectively) aimed at increasing men's involvement in caregiving in three new countries (i.e. Egypt, Palestine and Morocco). Program P implemented in over 15 countries including Lebanon, uses a "gender transformative" approach to achieving its programmatic goals, meaning that it seeks to challenge and transform harmful notions of masculinity (e.g. beliefs that in order to resolve conflict a real man must use violence, that men must be the sole decision-maker in a

¹ Refer to the IMAGES Palestine report: <https://imagesmena.org/wp-content/uploads/sites/5/2018/03/Understanding-Masculinities-in-Palestine-English.pdf>

family, that sons are more valuable to a family than daughters) associated with fatherhood. Such harmful notions underpin many aspects of gender inequality including fatherhood absence, intimate partner violence, corporal punishment, and the unpaid care divide. Program P has been adapted in more than 15 countries and emerging impact evaluation results show dramatic changes in the incidence of IPV, couple communication, and other related outcomes. Qualitative results have also shown positive changes in the lives of men and their families. Young fathers in Lebanon, for example, reported improved relationships with their children and partners, as well as greater participation in household work and childcare. In addition, men in Sri Lanka learned to manage difficult emotions and reported a decrease in substance abuse among both themselves and their partners.

In the Program P sessions, men who will soon become or are currently fathers are invited to attend facilitated group discussions that aim to challenge these harmful norms and create opportunities to redefine for themselves what it means to be a father. Included in such sessions are concrete skills and knowledge building key aspects of early childhood development, and ways fathers can support children's well-being. However, gender-transformative change at the individual level does not happen in isolation. For this reason, along with community mobilization activities, we also encourage implementing partners to include sessions with couples to open up opportunities for non-violent, open communication and shared decision-making. This also allows space for women to critically examine their own notions of gender and men's roles in caregiving.

UN Women will identify and select a leading organization to be the local partner with Promundo to implement Program P in Palestine. The selected partner will work with Promundo to conduct the following:

Key Phases of Program P²

Phase 1: Program Design Workshop (Estimated time needed: 1 week)

Promundo and the local partner in coordination with UN Women would co-facilitate a program design workshop aimed at establishing the programmatic objectives, expected outcomes, outputs, and activities. UN Women will also participate in this workshop. Included in this event would be the discussion of key monitoring and evaluation indicators, the establishment of a timeline and key milestones that would then be reported to UN Women. In this design workshop, partners will identify key partners such as relevant government ministries and others to facilitate the scale-up of Program P.

Phase 2: Formative Research (Estimated time including analysis: 3 months)

In this phase, Promundo and the local partner in coordination with UN Women will adapt focus group and in-depth interview guides to inform the adaptation of the Program P-ECD curriculum. Following this, the local partner will lead a small number of focus group discussions and in-depth interviews with fathers from key target groups on their participation (or lack thereof) in caregiving, and what they would like to learn to become better fathers. Focus groups would also be conducted with women in terms of what would make them and their children feel more supported and empowered in the home. Promundo and the local partner in coordination with UN Women will conduct the analysis of the qualitative data together.

² Estimated timelines are subject to revision upon assessment of local part's capacity.

Phase 3: Adaptation of the Program P Curriculum and M&E Framework (Estimated time: 4-5 months)

Promundo in coordination with UN Women will lead the contextualization and adaptation of the Program P curriculum in collaboration with the local partner. As mentioned above, a version of Program P has already been developed and translated by [ABAAD](#)³. The Program P-ECD⁴ curriculum will include 1) between 12 to 15 sessions on men, masculinity, fatherhood, violence prevention, couple communication and decision-making; and 2) a guide for professional to engage fathers in caregiving (depending on the context, these could be health professional, or teachers, etc.). The local partner would play a technical advisory role in reviewing these sessions and providing recommendations on how to adapt and refine the sessions to the realities of the fathers in key target groups. This phase would also include convening a panel of key experts in the country of focus on masculinity, caregiving, and women's rights and children's rights to review the Program prior to training and piloting. Promundo in coordination with UN Women will also develop together with the local partner monitoring and evaluation measures appropriate for Program P.

Phase 4: Pilot Testing (Estimated time: 5 month)

In coordination with UN Women, the local partner and Promundo will train a small group of facilitators who will pilot test the curriculum. The Local partner will lead the pilot testing of the monitoring and evaluation instruments with at least 2 groups from target communities, and receive feedback on the pilot for the purposes of adaptation of Program P. In this phase, Promundo will revise the curriculum based on the pilot testing of the Program P curriculum.

Phase 5: Training of Facilitators (Estimated time: 2 months)

Following the revision, the local partner will lead together with Promundo the training of facilitators who will lead the implementation of the Program P program with fathers. It is estimated to train up to 15 facilitators in this approach during a two-week intensive training.

Phase 6: Advocacy and Partnership Building (Throughout project period)

This will run through the entire program. In coordination with UN Women, the local partner will lead and Promundo will support partnership building of the Program P approach with key ministries and other partners such as community-based organizations, pre-schools, health clinics, and other areas where the implementation of Program P could possibly take place.

Phase 7: Implementation (Estimated time: 3 months)

The local partner with key partner organizations will lead the implementation of Program P with couples / fathers. Implementation sites and target number of fathers and couples will be determined in the program design phase.

Phase 8: Analysis and Results Dissemination (Estimated time: 1 -2 month)

Promundo and the local partner will analyze results of the outcome evaluation of Program P. If appropriate and in coordination with UN Women, Promundo, the local implementing partner and its partners could work on a paper of publishable quality to submit to a journal.

For reporting and management, there will be close interaction between the selected partner and

3 is the Resource Center for Gender Equality and local partner of Program P in Lebanon

4 EDC stands for Early Childhood Development.

Promundo’s program team, as well as the relevant UN Women country coordinator.

Fatherhood Camps:

The selected partner will be expected to design and implement Fatherhood Camps, which aim at changing the stereotypes of the role of fathers within the family. The camps are a method through which men and boys have the space for self-expression which does not exist otherwise because of the social constraints and expectations. In coordination with UN Women, the selected partner will design and implement 5-7 fatherhood camps in Palestine.

Output 1.1 Indicators:		
<p>1.2.1 % of participating fathers and mothers in Program P who have more positive attitudes towards gender equality and fathers’ involvement in child care. Target: TBC (will be decided upon starting program P) Baseline: TBC (will be decided upon starting program P)</p>	<p>1.2.2 % of parents under Program P who report to have used at least 1 parenting technique in the past 3 months. Target: TBC (will be decided upon starting program P) Baseline: TBC (will be decided upon completion of Lebanon Program P)</p>	<p>1.2.3 Number of men and women reached by the fatherhood campaign. Target: TBC (will be decided upon starting program P) Baseline: 0</p>

One organization will be selected to manage the implementation of Program P.

The budget cannot exceed the maximum amount set for this call: ILS 723,400.

Geographical area:

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

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

The intervention should cover the duration of 24 months.

Expected Starting Date:

1 August 2019

4. Competencies:

In close coordination with the UN Women Men and Women for Gender Equality programme team, the selected organization will be responsible for the implementation of Program P activities in partnership with Promundo.

a. Technical/functional competencies required;

In close coordination with the UN Women Men and Women for Gender Equality programme team and in partnership with Promundo, the selected organization will be responsible for the implementation of programme activities ensuring the realization of the anticipated interventions in line with UN Women terms and stipulations.

Precisely, the selected organization is expected to undertake the following tasks, duties and responsibilities as per project agreement:

Technical duties:

- Implement Program P in close collaboration and coordination with Promundo and UN Women to carry out the different phases of the program (described above);
- Develop a guide for professionals to encourage fathers to participate in caregiving;
- Promote an enhanced grassroots involvement in gender equality programming while strengthening the capacity and influence within local communities and target groups ensuring the focus is maintained on fatherhood and engaging men;
- Support in implementation of the regional fatherhood campaign in Palestine as needed;
- Build linkage with fatherhood initiatives developed under the community-based grants; and
- Collect data based on agreed on M&E framework.

Functional duties:

- Implement agreed on activities in close coordination and collaboration with UN Women and its programme team and a national advisory committee;
- Participate in regular meetings with Promundo and UN Women programme team;
- Maintain close coordination with UN Women throughout the implementation of the project activities and seek approval as needed;
- Share relevant project information with Promundo and UN Women and related target group(s);
- Assign a Project Coordinator to act as the focal point for the project, in addition to other staff member(s) assigned to implement exclusively all agreed upon activities;
- Contract local partners, national / international consultants, if any, as identified in the project proposal and budget and in coordination with Promundo and UN Women;
- Ensure proper follow up with target group and partners regarding implementation of the agreed activities;
- Monitor the implementation of activities undertaken as part of the signed agreement with the selected beneficiaries on the field level;

- Conduct meetings, and workshops with different bodies to ensure the smooth project implementation;
- Develop and produce communication materials and knowledge products where relevant, in consultation with Promundo and UN Women and relevant stakeholders;
- Keep accurate documentation of all related activities and events;
- Promptly share with UN Women information on any challenges/ obstacles face the implementation;
- Submit narrative and financial reports in English on quarterly basis to UN Women as per signed agreement, in addition to UN Women guidelines and regulations;
- Provide ongoing updates to the feed into UN Women’s website and furnish it relevant information on executed activities which would include success stories and testimonies from beneficiaries;
- Cooperate with the programme’s monitoring and evaluation consultant by agreeing on the grants monitoring framework and providing relevant data on a regular basis (deadlines will be agreed upon between the team); and
- Finally, in the evaluation & learning phase, focus will be on documenting key information including good practices and lessons learned.

b. Other competencies, which while not required, can be an asset for the performance of services

- The organization has previous experience in engaging youth, both girls and boys, and men for gender equality.
- The organization has previous experience and/or knowledge in positive parenting and the involvement of men in the care of children.
- Have strong relationships with key government sectors including in public health, social affairs, gender and women's affairs.

Annex B2-1

**Call for proposal
Description of Services
CFP No. UNW-M&W-RP-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 B2-2

Call for proposal

Description of Services

CFP No. UNW-M&W-RP-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.

a. Mandatory requirements/pre-qualification criteria	b. Proponent's response
1.1. 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:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. 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
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Annex B2-3

Call for proposal

Description of Services

CFP No. UNW-M&W-RP-002/2019

Template for proposal submission

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete form Annex B2-1 and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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

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

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management) (experience in engaging youth, both girls and boys, and men for gender equality; experience in masculinities and/or fatherhood and engaging men in childcare; Previous experience and/or knowledge in the positive deviance approach; and have strong relationships with key government sectors including in public health, social affairs, gender and women's affairs).

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

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

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

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

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will actually be done to produce the expected results in terms of activities. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, etc.

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4.

Component 4: Implementation Plan (max 1.5 pages)

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

Implementation Plan

Project No:	Project Name:
-------------	---------------

Name of Proponent Organization:													
Brief description of Project													
							Project Start and End Dates:						
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result													
List the activities necessary to produce the results Indicate who is responsible for each activity										Duration of Activity in Months (or Quarters)			
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													

Monitoring and Evaluation Plan (max. 1.5 page)

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

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

Component 5: Risks to Successful Implementation (1 page)

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

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental

policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend.

Component 6: Partnership (max. 1 page)

Partnership(s) (If any): A description of the partner(s) needed to successfully implement the project and description of roles and responsibilities of the applicant and partner(s).

If applicable, please attach a **copy of the signed partnership agreement**, or joint venture contract between the applicant organization and partner organization/s.

Component 7: Results-Based Budget (max. 1.5 pages)

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

- Include only costs which directly relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.
- The administrative/indirect costs should not exceed 5% of the total budget and can be used to cover costs such as communication costs for staff, office supplies, utilities, rent, maintenance, bank charges, etc.
- The budget should be presented in ILS.

Budget Item	<i>Unit identification</i>	Unit Price	No. of Units	Cost in ILS
Immediate Outcome				
Output 1:				
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 (5%)				-
Grand Total (ILS)				-

Annex B2-4

Call for proposal

Description of Services:

CFP No. UNW-M&W-RP-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 B2-5

**Call for proposal
Description of Services
CFP No. UNW-M&W-RP-002/2019**

**Capacity Assessment Document Checklist
For Potential Implementing Partners/Responsible Parties
Attach all the Mandatory documents listed below**

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		