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-001/2019**

Section 1 – CFP letter

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

**IMPORTANT NOTE:**

* **Proposals can be submitted by non-governmental organization or jointly by two or more organizations. Companies or non-for-profit companies are ineligible to apply. The lead applicant organization may apply jointly with two or more organizations (highly recommended). UN Women will sign a partnership agreement with and disburse funds to the applicant/lead organization only.**
* **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 29 April 2019 - Palestine time**.

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

CFP section 1: CFP letter (this document)

CFP section 2: Proposal data sheet

CFP section 3: Instructions to proponents

CFP section 4: UN Women Terms of Reference

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

Annex B1-1 Proposal/no proposal confirmation form

Annex B1-2 Mandatory requirements/pre-qualification criteria

Annex B1-3 Technical proposal submission form

Annex B1-4 Financial proposal submission form

Annex B1-5 Resumes of proposed team members

Annex B1-6 Capacity Assessment Checklist

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

palestine.registry@unwomen.org

Call for Proposal (CFP)

**CFP No. UNW-M&W-RP-001/2019**

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:** 3 April 2019

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

**Date:** 8 April 2019

**Time:** Midnight -Palestine time

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

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

**Date:** 11 April 2019 between 10 AM – 12 PM. UN Women, Palestine Office

2nd Floor, UCI Building, 17 Nizar Qabbani Street, Al Masyoun, Ramallah

**Proposal due**

**Date:** 29 April 2019

**Time:** Midnight- Palestine time zone

**Planned award date:** 1 June 2019

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

Call for Proposal (CFP)

**CFP No. UNW-M&W-RP-001/2019**

Section 3: Instructions to proponents

1. Introduction
	1. UN Women invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party.
	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 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.

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 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.

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, UN Women 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-M&W-RP-001/2019 – (name of proponent) - TECHNICAL PROPOSAL

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

CFP No. UNW-M&W-RP-001/2019 – (name of proponent) - FINANCIAL PROPOSAL

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

* 1. Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that 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

* 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 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.

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* 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).
* Realistic detailed Implementation plan (5 points).
* Soundness of the Monitoring and Evaluation approach and tools (10 points).
 | **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.
* Previous experience in providing subgrants and supporting other non-governmental organizations.

Assets* Previous experience in engaging youth, both girls and boys, and men for gender equality.
* Previous experience in masculinities and/or fatherhood and engaging men in childcare.
* Previous experience and/or knowledge in the positive deviance approach.
 | **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.

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| --- | --- |
| Part of proposal | Mandatory Requirements/pre-qualification criteria (**Annex B1-2** hereto) |
| 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-M&W-RP-001/2019 – (name of proponent) - TECHNICAL PROPOSAL |
| Part of proposal | Financial Proposal Submission Form (**Annex B1-4** hereto)**sent in a separate email** – clearly marked with clear subject line referencing the CFP number!CFP No. UNW-M&W-RP-001/2019 – (name of proponent) - FINANCIAL PROPOSAL |
| Part of proposal | **Annex B1-5:** Resumes of proposed team members with prescribed information |
| Part of proposal | **Annex B1-6:** 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.

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

1. 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.

1. Award
	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.
	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**

The prolonged occupation has affected Palestinian women’s ability to exercise their fundamental human rights and freedoms and has exacerbated existing gender inequalities. The ongoing military occupation in Palestine, including the blockade in Gaza, and settlement expansion and military control in over 60 per cent of the West Bank, including Jerusalem has resulted in a humanitarian and protection crisis. This crisis affects various aspects of the lives of the Palestinian population and mainly women and girls, whether in terms of exposure to violence, denial of rights, restricted access to livelihoods, services and resources, and absence of protection and accountability for violations experienced by individuals, communities or the general population.  Lack of women’s participation and compromised economic opportunities is a predominant challenge for women’s full participation and empowerment in the State of Palestine. Per most recent national statistics, Palestinian women’s participation in the labour force remains one of the lowest in the world[[1]](#footnote-1).

Violence against women is a serious human rights violation and continues to be the main obstacle facing women’s worldwide. Women in Palestine face multiple layers of violence and discrimination. The most recent prevalence data from by the Palestinian Bureau of Statistics 2011 shows that 51 per cent of women in the Gaza Strip have experienced domestic violence[[2]](#footnote-2). In addition, the [IMAGES Palestine](https://imagesmena.org/wp-content/uploads/sites/5/2018/03/Understanding-Masculinities-in-Palestine-English.pdf) (2017) research findings revealed that 34 per cent of men and 26 per cent of women agreed that there are times a woman deserve to be beaten; 63 per cent of men and 50 per cent of women agreed that a woman should tolerate violence to keep the family together, and 25 per cent of men and 22 per cent of women saw or heard their mother being beaten by their father or another male relative.

**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.

1. **General Overview and Description of Required Services/ Results**

During phase I, UN Women identified new and emerging civil society organizations who have a potential to grow and become strong gender equality advocates. A one-year capacity building and mentoring component of the programme was carried out by UN Women targeting a total of 14 emerging CBOS (6 in the West Bank, 3 in Jerusalem and 5 in Gaza) as well as 9 youth groups (4 in the West Bank, 2 in Jerusalem and 3 in Gaza). The capacity building of 9 of these CBOs further continued through providing them with small-scale grants to implement community-based solutions to promote gender equality. They all adopted the Positive Deviance approach[[3]](#footnote-3) where they have identified male positive deviants / champions who are leading examples within their communities. The Positive deviant men used the peer to peer approach to advocate for ending early marriages and promote inheritance rights of women, political participation of women, sharing unpaid household work and child care responsibilities.

Under this Call for Proposals, and within the framework of Phase II of the programme, UN Women will continue its work at the community level. UN Women aims to contribute to “Communities have more gender equitable attitudes and behaviors” and “Laws, policies and strategies to promote gender equality are drafted, revised and/or approved” through working on:

**Output 1.1:** Interventions for challenging social norms and promoting gender equality are implemented and replicated.

UN Women will support the most promising community-based interventions, and these will be expanded to become holistic programmes, with a combination of community-based interventions, advocacy and social and behaviour communication change, including social media. This will enable UN Women to demonstrate the most effective approaches for challenging social norms and promoting gender equality.

A main focus will be on the engagement of youth, both young men and young women, in gender equality programmes and initiatives and fathers/other men in violence prevention and childcare.[[4]](#footnote-4)

Community-based programmes advocating against gender discriminatory practices and discriminatory laws will also be supported. These interventions will be supported by male champions at the community, national and regional level.

The “Because I Am a Man” campaign will be taken to the community level to harness support for these programmes. Men from diverse backgrounds, who are identified as champions will develop messages and join the campaign.

The programme will utilize a sub-granting model to reach the CBOs that were targeted in Phase I through the capacity building and grants components. UN Women will identify and select a leading organization to fulfil the “umbrella” role as coordinator of the sub-grants scheme as well as the facilitator of the capacity building component. The umbrella organization will also play a critical mentoring role and will encourage peer to peer learning, sharing, and networking amongst each other. Cross-learning and networking between these community-based initiatives and the other programme’s activities will be promoted and emphasized throughout the programme.

The umbrella organization along with UN Women will implement a competitive, closed sub-grants process among the CBOs. Up to 10 CBOs will be granted small-scale grants up to ILS 86,400 to implement their proposed community-led and community-based initiatives. This will promote an inclusive and participatory structure in local development and gender equality programming.

In addition, the umbrella organization will be responsible for guiding the CBOs and coaching them to adopt the positive-deviance approach when developing their proposals.

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| **Output 1.1 Indicators:** |
| **1.1.1** Number of women, men, young women and young men participating in community interventions (including: the engagement of men in violence prevention, fatherhood, the engagement of young men and young women in gender equality, and the engagement of men in addressing gender discriminatory practices and laws). **Target:** 5000 **Baseline:** TBC [disaggregated by gender] | **1.1.2** Percentage of young men and young women who report positive change in attitudes toward gender equality.**Target:** increase +15% **Baseline:** TBC | **1.1.3** Number of times programme good practices and tools are replicated.**Target:** 5 **Baseline:** 0 | **1.1.4** Number of targeted decision makers, community leaders, and local champions who publicly promote gender equality. **Target:** 20 **Baseline:** 0 |

**Output 3.1:** Civil society organizations have greater capacity to advocate for legal and policy change based on the [IMAGES Palestine](https://imagesmena.org/wp-content/uploads/sites/5/2018/03/Understanding-Masculinities-in-Palestine-English.pdf) research findings.

Civil society will have enhanced capacity and will advocate for reform of gender discriminatory laws, for the prohibition of gender-based violence and for paternal leave/paternal leave policies.

Regional and national policy conferences will be held and those will be linked to the fatherhood campaign.

The umbrella organization will facilitate the capacity building of the CBOs in advocacy and support strategy development and coalition building of the CBOs. The selected organization in partnership with UN Women will support the CBOs to develop advocacy and communication strategies and targeted campaigning using tools developed by UN Women.

UN Women will continue to provide coaching of key community-based organizations selected during phase I of the programme, and further strengthen the advocacy skills of these and other organizations committed to advocate for key legal and policy changes under this programme. They will receive support to develop advocacy and communication strategies and targeted campaigning by using the youth and gender advocacy toolkit and the policy and programme guidance notes, knowledge products on women’s rights in Islam and other tools developed under the programme. The capacity development will have a two-pronged approach, i.e. by supporting non-governmental organizations on CEDAW reporting and national-level advocacy, and community-based organizations on advocating with local governments.

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| **Output 3.1 Indicators:** |
| **3.1.1** CSOs score on advocacy capacity assessment tools **Target:** increase +20%**Baseline:** TBC (will be collected before the implementation of CSO capacity building activities) | **3.1.2** Number of CSOs and NGOs who advocate against/for a) gender discriminatory laws b) Gender Based Violence, c) paternal/ parental leave d) gender strategies promoting male engagement. (disaggregated by area of focus)**Target:** 2 **Baseline**: 0 |

One organization will be selected to manage the community-led grants and the capacity building of the selected CBOs.

The maximum amount that can be budgeted for this grant is ILS 1,530,000.

**Geographical area:**

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

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

The intervention should cover the duration of 24 months.

**Expected Starting Date:**

1 June 2019

**4. Competencies:**

**a. Technical/functional competencies required;**

In close coordination with the UN Women Men and Women for Gender Equality programme team, the selected organizations 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 a competitive, closed sub-grants process among 12 CBOs[[5]](#footnote-5) that UN Women has worked with in phase I;
* Undertake a call for proposals for the 12 CBOs; draft and circulate TOR’s for the grants. The TORs have to build on the knowledge and lessons learned from phase one of the programme. They also have to reflect the desired *model of gender equality, positive masculinity and fatherhood[[6]](#footnote-6)* within the community in the public and private spheres;
* Evaluate proposals submitted for the community-based initiatives, as per the criteria stated in the TORs and in consultation with UN Women;
* Finalize and sign grant contracts with the selected CBOs, ensuring management and oversight over deliverables within the agreed upon timeframe;
* Develop capacity building programme/plan for the selected CBOs, based on their technical and operational/managerial needs and gaps. The capacity building plan/programme has to cover topics of gender, engaging men and boys for gender equality, positive masculinity, and advocacy;
* Facilitate knowledge and peer to peer learning among the selected CBOs, this could be done through exchange visits between the CBOs participating in the programme or with external relevant programmes;
* Compile knowledge products used/produced during the implementation of the community-based initiatives, as endorsed by UN Women, such as: training toolkits and manuals, communication materials, and high-quality photos and videos;
* Ensure community activities are supporting efforts made under Outcomes 2 and 3 of Phase II of the regional programme including; policy level advocacy on legislations that promote gender equality, as well as, national and regional communication messages on positive masculinities and fatherhood[[7]](#footnote-7). This will be coordinated in close collaboration with UN Women;
* Collect data based on agreed upon M&E framework including completing a baseline by June 2019;
	+ Promote an enhanced grassroots involvement in gender equality programming while strengthening the capacity and influence within local communities of the selected CBOs, ensuring the focus is maintained on the engagement of men and boys, fatherhood with emphasis on youth as a major player and target;
	+ Have outreach capacity to provide services to selected CBOs in the West Bank including East Jerusalem and Gaza.

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 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 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 UN Women;
	+ Ensure proper follow up with target group and partners regarding implementation of the agreed activities;
	+ Promote cross-learning and networking between both national and community-level action initiatives;
	+ 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 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;
	+ Ensure that the proposed intervention results will strengthen their work (including the CBOs) and influence as gender advocates within their contexts and promotes full-ownership of initiatives;
	+ 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 in masculinities and/or fatherhood and engaging men in childcare.
	+ The organization has previous experience and/or knowledge in the positive deviance approach.

**Annex B1-1**

**Call for proposal**

**Description of Services**

**CFP No. UNW-M&W-RP-001/2019**

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-M&W-RP-001/2019**

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-M&W-RP-001/2019**

**Technical proposal submission form**

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

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

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

CFP No (**UNW-M&W-RP-001/2019**) - (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 **CFP No. UNW-M&W-RP-001/2019**

|  |  |
| --- | --- |
| 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 UN Women 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 UN WOMEN 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 UN Women.  |

 | 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. UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women 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 UN Women 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 UN WOMEN 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 UN Women of such proposal.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Section | Points | Criteria | Proponent’s Response |
| 1 | 40 | Technical description and appropriateness/adequacy of approach* 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).
* Realistic detailed Implementation plan (5 points).
* Soundness of the Monitoring and Evaluation approach and tools (10 points).
 |  |
| 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.
* Previous experience in providing subgrants and supporting other non-governmental organizations.

Assets* Previous experience in engaging youth, both girls and boys, and men for gender equality.
* Previous experience in masculinities and/or fatherhood and engaging men in childcare.
* Previous experience and/or knowledge in the positive deviance approach.
 |  |
| 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 |  |

Template for Technical proposal submission

|  |
| --- |
| **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; and Previous experience and/or knowledge in the positive deviance approach).

|  |
| --- |
| **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 UN Women.

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

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

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

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

|  |
| --- |
| **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.

**Annex B1-4**

**Call for proposal**

**Description of Services**

**CFP No. UNW-M&W-RP-001/2019**

**Financial proposal submission form**

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

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

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

**CFP No (UNW-M&W-RP-001/2019) – (Name of proponent) - Financial proposal**

c. The completed Financial Proposal Submission Form constitutes Proponent’s Financial Proposal and fully responds to Request for Proposal **CFP No. UNW-M&W-RP-001/2019.** I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

1. 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.

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

 Signature Name

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

 Date Address

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

 Telephone No. Email address

Template for Financial proposal submission

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 NIS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 (5%)** |   |  |  |  **-**  |
| **Grand Total (ILS)** |  |  |  |  **-**  |

Annex B1-5

Call for proposal

Description of Services:

**CFP No. UNW-M&W-RP-001/2019**

Format of resume for proposed staff

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

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

Years with Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education/Qualifications**: (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees-professional qualifications obtained.

**Employment Record/Experience**

(Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.

**References**

Provide names and addresses for two (2) references.

**Annex B1-6**

**Call for proposal**

**Description of Services**

**CFP No. UNW-M&W-RP-001/2019**

**Capacity Assessment Document Checklist**

**For Potential Implementing Partners/Responsible Parties**

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. 18 per cent in 2018 according to the Palestinian Central Bureau of Statistics [↑](#footnote-ref-1)
2. Data to be updated in 2018 [↑](#footnote-ref-2)
3. The Positive Deviance approach (PD) is based on the observation that in every community there are certain individuals or groups whose uncommon behaviors and strategies enable them to find better solutions to problems than their peers, while having access to the same resources and facing similar or worse challenges. The PD approach enables the community to discover these successful behaviors and strategies and develop a plan of action to promote their adoption by all concerned.   [↑](#footnote-ref-3)
4. . Priorities will be given to engage youth through schools/universities, theatre/art and sports-based programmes to promote gender equality and to prevent violence. Faith-based leaders will also be engaged in gender equality programmes when feasible. [↑](#footnote-ref-4)
5. The CBOs are from the West Bank including East Jerusalem and Gaza. The list of CBOs will be provided to the selected Umbrella organization. [↑](#footnote-ref-5)
6. Establishing linkages with the “Because I Am a Man” Campaign. [↑](#footnote-ref-6)
7. Coordination with national partners as needed and in consultation with UN Women such as; the Ministry of Women’s Affairs, Ministry of Education, and Ministry of Social Affairs. [↑](#footnote-ref-7)