Call for Proposals

(For Budget less than $250,000)

For NGOs, Academic Institutions and Registered Community Based Organisations

Under the UN Women project

Advancing the Women, Peace and Security Agenda in Palestine

**CFP No. UNW-WPS-WBG-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. Proposals must be received by UN Women at the address specified not later than **31 October 2019 (midnight)**.

Important Note:

* Proponents from Gaza can apply for Group A– covering Gaza only
* Proponents from the West Bank (including Jerusalem) can apply for Group B- covering the West Bank (including Jerusalem) only
* Proponents **cannot apply** covering the West Bank and Gaza (A and B) in one submission
* The project duration will be for 12 months

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](mailto:palestine.registry@unwomen.org)

Call for Proposal (CFP)

**CFP No.** **UNW-WPS-WBG-001/2019**

Section 2: Proposal data sheet

**Program/Project:** Advancing the Women, Peace and Security Agenda in Palestine – Palestine

**Email:** [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org)

**Telephone number:** 02-62-80450

**Issue date:** 4 October 2019

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

**Date:** Sunday 13 October 2019

**Time:** 3:00 p.m.**:**

**Email:** [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org)

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

**Date:** Thursday 17 October 2019

Time: 11:00 a.m. -12:30 p.m.

Venue: UNDP building- Gaza (Basement) - VC link with Ramallah: TBC

**Proposal due**

**Date:** Thursday 31 October 2019

**Time:** Midnight- Palestine Time zone

**Planned award date:** 1 December 2019

**Expected contract start date:** 1 February 2020

Call for Proposal (CFP)

**CFP No. UNW-WPS-WBG-001/2019**

Section 3: Instructions to proponents

1. Introduction
   1. UN Women invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party (Non-Governmental Organization, Community Based Organizations (CBOs) and Academic Organizations).
   2. A description of the services required is described in CFP Section 4 -Terms of Reference.
   3. UN Women may, at its discretion, cancel the services in part or in whole.
   4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
   5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected.In exceptional circumstances, UN Women may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
   6. Effective with the release of this CFP, all communications must be directed only to UN Women Palestine Procurement, by email at [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org) .
   7. 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 B2-2. 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 B2-2. 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
   1. A prospective proponent requiring any clarification of the CFP documents may notify UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. 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.
   2. 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.
2. Amendments to CFP documents
   1. At any time prior to the deadline for submission of proposals, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.
   2. In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UN Women may, at its discretion, extend the deadline for the submission of proposal.
3. Language of proposal
   1. The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women, shall be written in English Only.
   2. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.
4. Submission of proposal
   1. Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2) in one email with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UN Women will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent.

All proposals should be sent by email to the following secure email address: [palestine.registry@unwomen.org](mailto: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.
  2. 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.
  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.
  4. Late proposals: Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, will be rejected.

1. 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 possible 70 points may be determined. 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   * Technical approach, soundness and adequacy of approach (10 points). * Linkage between the activities, indicators and the results (10 points). * Specific strategies to support the achievement of results (5 points). * Detailed Implementation plan (10 points) * Risks to implementation and proposed solutions (5 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 | **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

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.

* 1. 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.
  2. 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.
  3. 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.
  4. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
  5. Proponent’s proposal shall include all of the following labelled annexes:

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

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

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

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

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) |

1. Format and signing of proposal
   1. The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.
   2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.
2. Award
   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.
   3. The award will be for an agreement with an original term of One year with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

Section 4: UN Women Terms of Reference

**“Advancing the Women, Peace and Security Agenda in Palestine” Programme**

**CONTEXT ANALYSIS**

In Palestine, the fluid political situation, the shifting vulnerabilities, the protracted occupation with its limitations on development and humanitarian action, all create additional layers of potential discrimination at all levels, in addition to social, cultural and economic factors. The Gaza Strip remains in a protracted and deep humanitarian crisis inflicted by the Israeli blockade and successive rounds of destructive conflict. By 2020, the UN projects that Gaza will be “unlivable.”[[1]](#footnote-2) Of a total population of 1.9 million people, 1.6 million or 64 per cent are estimated to be in need.[[2]](#footnote-3) The territory is facing a crisis of hyper-unemployment[[3]](#footnote-4), food insecurity, electricity blackouts, sanitation disasters, and a failing medical sector. Cuts to the budget of the United Nations Relief and Works Agency (UNRWA), which serves 1.36 million refugees in Gaza, by the American administration and the cuts in the salaries of civil servants by the Palestinian Authority (PA) have further deepened the vulnerability of households.[[4]](#footnote-5) A total of 39 per cent of Palestinians in Gaza are living below the poverty line, more than double those in the West Bank (18 per cent).[[5]](#footnote-6) In the West Bank, 13.9 per cent of residents are living in poverty, including 5.8 per cent who are living in “deep poverty[[6]](#footnote-7).”[[7]](#footnote-8) The burden of poverty falls hardest on several vulnerable groups, including: women-headed households, youth and children, people with disabilities, refugees, Bedouin, displaced persons, Area C, H2, East Jerusalem and the Seam Zone.[[8]](#footnote-9) In East Jerusalem, 75.4 per cent of families live below the Israeli poverty line, while as many as 33 per cent of Palestinian schoolchildren “do not complete 12 years of education.”[[9]](#footnote-10)

**JUSTIFICATION**

In Palestine women, girls, boys and men continue to be affected differently by the protracted humanitarian and protection crises. Women often bear the brunt of the consequences of conflicts, and gender-based violence (GBV) and inequalities are often exacerbated. Existing discrimination and unequal power relations make women more vulnerable to crisis, while their situation and specific needs continue to remain largely ignored or insufficiently targeted in post-conflict and recovery planning. Compared to men, women tend to spend much more of their income on family and community well-being. Typically, however, they are marginalized from employment programmes and other recovery opportunities. This occurs despite the spike in female-headed households during and after conflict. Women’s needs go unmet in large part because they are marginalized from participation and decision-making at all levels. Though largely affected by conflict and best placed to offer solutions, women’s engagement in peace negotiations, justice for violations of women’s rights, meeting women’s needs in post-conflict planning, economic, and social recovery remains limited.

Recovery efforts provides a window of opportunity for change and can be used as a means for contributing to the fulfilment of the rights of the most vulnerable and disadvantaged. But to do so, recovery efforts must create meaningful opportunities for women’s and youth’s participation and leadership rather than re- playing and reinforcing inequality and exclusion. It must also support them build their societies better which provides for many opportunities to support their resilience and wellbeing.

In 2016, the State of Palestine adopted the National Action Plan (NAP – 2017-2019) for the Implementation of UNSCR 1325, recognizing the significant role of women and girls in the peace and security agenda, as well as their ownership in responding to the impacts of the conflict on their lives. The plan sets out the context of the Israeli occupation as critical to women and girls lives and to implementation of the plan. The NAP focuses on the following strategic objectives: the protection of women and girls from the violence of the Israeli occupation; holding the Israeli authorities accountable; and enhancing the participation of women and girls in decision-making.

To contribute to the NAP implementation, in 2019, UN Women has developed the programme “Advancing the Women, Peace and Security Agenda in Palestine” which aims to meaningfully contribute to the achievements of women, peace and security (WPS) commitments in Palestine through policy change and community-level action. Institutionally, the programme aims at supporting the effective resourcing, monitoring and implementation of the NAP on UNSCR 1325. At a community level, the programme aims at supporting women’s participation in post conflict planning and recovery in areas most affected by the ongoing conflict.

**PROGRAMME DESCRIPTION**

In alignment with UN Women SN outcome/SP Impact Area 4 “Women’s leadership in peace and security, humanitarian action, and recovery efforts in Palestine”; the Palestine UNDAF (2018-2022) Strategic Priority 1:”supporting Palestine’s path to independence” and Strategic Priority 2: “supporting equal access to accountable, effective and responsive democratic governance for all Palestinians”; the 2030 Sustainable Development Agenda approach of *leaving no one behind*; the humanitarian response strategy (2018-2020); Palestine National Action plan (NAP) for the Implementation of United Nations Security Council Resolution 1325 (2017-2019); and guided by the national WPS priorities and commitments as articulated by key WPS actors, UN Women developed the programme “**Advancing the Women, Peace and Security Agenda in Palestine”.**

**The goal** of the programme is to contribute to the achievement of women, peace and security (WPS) commitments through policy change and community-level action in Palestine. Institutionally, it aims at supporting the effective resourcing, monitoring and implementation of the NAP on UNSCR 1325. ***At a community level, it aims at supporting women’s participation in post conflict planning and recovery in areas most affected by conflict.***

**DESCRIPTION OF REQUIRED SERVICES**

In order to respond to women’s immediate and practical needs in areas most affected by conflict and building on previous experience, UN Women will design and implement an intervention in Gaza and the West Bank to support young and unemployed women participate and voice their needs, concerns and priorities into recovery planning and implementation. This approach is built on a previous experience of UN Women in Gaza where young architects (unemployed graduates) were offered job placements at municipalities to work on urban planning and other services as needed by the municipalities and the local community. UN Women proposes to implement a similar approach that leverages ICT and other economic sectors to support young female graduates with job placement opportunities in the private sector companies and/or local councils/municipalities. The opportunities will be geared as much as possible towards supporting recovery planning and implementation. The job placements will be offered after the graduates participate in a comprehensive capacity building programme that focuses on WPS, gender, civic participation, leadership, conflict resolution etc and that to ensure that their economic participation goes hand in hand with their political/civic participation. Overall, this approach will be implemented in synergy and complementarity with different UN Women implemented women’s economic empowerment (WEE) programmes and will build on the good practices and lessons learned.

In line with the project results frame, UN Women Palestine Country Office welcomes proposals for partnerships toimplement activities and deliver services to vulnerable women and girls under the following outcome/output areas/activities for each group:

**Outcome 1: More women play a greater role and are better served by humanitarian and recovery efforts**

**Group A (Gaza)**

**Output 2.1: Women have increased capacity to engage and participate in and benefit from recovery efforts**

*Indicator 2.1.a: Number of women graduates who provide paid services to local actors/ companies in the field of reconstruction and economic recovery*

* **Activity 2.1.1** - Raise the awareness and train 40 unemployed female graduates in Gaza on gender equality concepts (including GM), political and civic participation, UNSCR 1325, GBV mainstreaming, and human rights.
* **Activity 2.1.2**. - Provide skill trainings to the female graduates on reconstruction and economic recovery associated services (i.e. architectural design, web design, graphic design, mobile application design, translation, agriculture/solar energy related services).
* **Activity 2.1.3**. - Provide matchmaking/job placement opportunities for 40 female graduates (duration from 5- 6 months) at private sector companies in the local market or municipalities/local councils (matching graduates’ capacities with needs of employers). Priority should be given to those severely affected by conflict (Access restricted area and other marginalized areas).
* **Activity 2.1.4.-** Document the approach and what types of actions/achievements the graduates contributed to in recovery efforts and how they mainstreamed gender and GBV concerns into their work.

**Group B (West Bank including Jerusalem)**

**Output 2.1: Women have increased capacity to engage and participate in and benefit from recovery efforts**

*Indicator 2.1.a: Number of women graduates who provide paid services to local actors/ companies in the field of reconstruction and economic recovery*

* **Activity 2.1.1 -** Raise the awareness and train 40 unemployed female graduates in the West Bank on gender equality concepts (including GM), political and civic participation, UNSCR 1325, GBV mainstreaming, and human rights.
* **Activity 2.1.2**. - Provide skill trainings to the female graduates on reconstruction and economic recovery associated services (i.e. architectural design, web design, graphic design, mobile application design, translation, agriculture/solar energy related services).
* **Activity 2.1.3**. - Provide matchmaking/job placement opportunities for 40 female graduates (duration from 5- 6 months) at private sector companies or municipalities/local councils (matching graduates’ capacities with needs of employers). Priority should be given to those severely affected by conflict (area C and Hebron).
* **Activity 2.1.4**.- Document the approach and what types of actions/achievements the graduates contributed to in recovery efforts and how they mainstreamed gender and GBV concern into their work.

**Timeframe:** The project duration will be for 12 months.

**Annex B2-1**

Call for Proposal

Description: Advancing the Women, Peace and Security Agenda in Palestine

CFP No. UNW-WPS-WBG-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 B2-2

Description: Advancing the Women, Peace and Security Agenda in Palestine

CFP No. UNW-WPS-WBG-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 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 B2-3

Call for proposal

Description: Advancing the Women, Peace and Security Agenda in Palestine

CFP No. UNW-WPS-WBG-001/2019

Template for proposal submission

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| **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.

|  |
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| **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)

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

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

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
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

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| **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 | |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 | |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 | |  | |  |  |  |  |  |  |  |  |  |  |  |  |

**Monitoring and Evaluation Plan** (max. 1 page)

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

• How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan

• How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received

• How the participation of community members in the monitoring and evaluation processes will be achieved

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| **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

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| **Component 6: Results-Based Budget** (max. 1.5 pages) |

The development and management of a realistic budget is an important part of developing and implementing successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. 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.
* Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
* 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Result 1 (e.g. Output)** Repeat this table for each result. | | | | |
| **Expenditure Category** | **Year 1, [Local currency]** | **Total, [local currency** | **US$** | **% Total** |
| 1. Personnel |  |  |  |  |
| 2. Equipment / Materials |  |  |  |  |
| 3. Training / Seminars / Travel Workshops |  |  |  |  |
| 4. Contracts |  |  |  |  |
| 5. Other costs [[10]](#footnote-11) |  |  |  |  |
| 6. Incidentals |  |  |  |  |
| 7. Other support requested |  |  |  |  |
| 8. Contingency (max. 5%) |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |

Annex B2-4

Call for proposal

Description: Advancing the Women, Peace and Security Agenda in Palestine

CFP No. UNW-WPS-WBG-001/2019

**Format of resume for proposed staff**

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

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

Years with NGO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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: Advancing the Women, Peace and Security Agenda in Palestine

CFP No. UNW-WPS-WBG-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 | Optional |  |
| Name of External Auditors | Optional |  |

**Procurement**

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

**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 | Optional |  |

1. ESCWA (2019). Social and Economic Situation of Palestinian Women and Girls (July 2016 – June 2018), Beirut, 2019, p. 2. Online from: <https://reliefweb.int/sites/reliefweb.int/files/resources/social-economic-situation-palestinian-women-2016-2018-english.pdf> [↑](#footnote-ref-2)
2. UNOCHA (2018). 2019 Humanitarian Needs Overview, United Nations Office for the Coordination of Humanitarian Needs, December 2018. Online from: <https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/2018/12/humanitarian_needs_overview_2019-%281%29.pdf> [↑](#footnote-ref-3)
3. Hyper-unemployment, as defined by the International Labour Organization (ILO), refers to “consistently higher rates relative to neighboring countries with similar cultural and demographic characteristics.” [↑](#footnote-ref-4)
4. Lovatt, H. (2018). Gaza’s fragile calm: The search for lasting stability, European Council on Foreign Relations, 08 November 2018. Online from: <https://www.ecfr.eu/publications/summary/gazas_fragile_calm_the_search_for_lasting_stability> [↑](#footnote-ref-5)
5. UNICEF (2018). Children in the State of Palestine, November 2018. Online from: <https://www.unicef.org/sop/media/341/file/Children%20in%20the%20State%20of%20Palestine.pdf> [↑](#footnote-ref-6)
6. The Palestinian Central Bureau of Statistics (PCBS) defines “deep poverty” as a household having only enough income to cover “shelters, clothes, and food.” By contrast, poverty is considered to include enough resources to cover these items, in addition to “health care, education, transportation, personal care, and housekeeping supplies.” In 2017, the poverty line was set at 2,470 NIS (671 USD) and deep poverty at 1,974 NIS (536 USD). [↑](#footnote-ref-7)
7. Palestinian Central Bureau of Statistics (PCBS) (2018). Main Findings of Living Standards in Palestine (Expenditure, Consumption, and Poverty), 2017, May 2018, p. 23. Online from: <http://www.pcbs.gov.ps/Downloads/book2368.pdf> [↑](#footnote-ref-8)
8. UNCT (2016). Leave No One Behind: A Perspective on Vulnerability and Structural Disadvantage in Palestine, UNCT – oPt. Online from: <https://eeas.europa.eu/sites/eeas/files/common_country_analysis.pdf> [↑](#footnote-ref-9)
9. The Association for Civil Rights in Israel (ACRI) (2017). East Jerusalem: Facts and Figures 2017, May 21 2017, p. 3. Online from: <https://law.acri.org.il/en/wp-content/uploads/2017/05/Facts-and-Figures-2017.pdf> [↑](#footnote-ref-10)
10. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-11)