**Annex B**

**Call for Proposal (CFP) Template for Responsible Parties**

**(For Civil Society Organizations- CSOs)**

**Section 1**

**CFP No. (UNW–01-2020)**

1. **CFP letter for Responsible Parties**

UN Women plans to engage an (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 **5 April 2020 (Midnight, Jerusalem Time).**

**The budget range for this proposal should be** [Min. 100,000 USD – Max. 249,000]

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| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by proponents and returned with their proposal (mandatory)** |
| **Section 1**   1. CFP letter for Responsible Parties 2. Proposal data sheet for Responsible Parties 3. UN Women Terms of Reference   **Annex B-1** Mandatory requirements/pre-qualification criteria | **Annex B-1** Mandatory requirements/pre-qualification criteria  **Annex B-2** Template for proposal submission  **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |
| **Section 2** |  |
| 1. Instructions to proponents |  |
| **Annex B-2** Template for proposal submission |  |
| **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment Minimum Documents |  |

Interested proponents may obtain further information by contacting this e-mail address: [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org)

1. **Proposal data sheet for Responsible Parties**

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| **Programme/Project:** | **Requests for clarifications (via E-mail):** | |
|  | **Date: 15-03-2020** | **Time: 3:00 PM -** **Jerusalem Time** |
| **Programme official’s name:** | Email: [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org) | |
| **Email:**  **Telephone number:** | **UN Women clarifications to proponents due (via E-mail):** | |
|  | **Date:19-03-2020** | **Time: 3:00 PM- Jerusalem Time** |
|  | **Proponents are invited to:**   * An information/ Q&A session on 23 March 2020, from 11 am to 12:30 pm. The session will be held at UNDP Basement Meeting Room, UNDP Building in Gaza. * For an update/confirmation on this session, please visit UN Women Palestine website and Facebook page by 19 March 2020. | |
|  | **Proposal Submission due:** | |
| **Issue date:** | **Date: 05-04-2020** | **Time: Midnight – Jerusalem Time** |
|  |  | |
|  | **Planned award date:** |  |
|  | **20-04-2020** |  |
|  | **Planned contract start-date / delivery date (on or before):** | |
|  | **01-05-2020** | |

1. **UN Women Terms of Reference**

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| 1. **Introduction**    1. **Background/Context for required services/results**   Since 30 March 2018 Palestinians in Gaza have held weekly mass protests along the perimeter fence with Israel under the title “the Great March of Return (GMR)”, inter alia demanding a lifting of the blockade on Gaza, and protesting the US measures regarding Jerusalem and Palestine refugees. While most of the participants, men and women, in those events protested peacefully Israel’s response to the demonstrations has raised serious concerns about the use of lethal force by its security forces. In this overall context, the already strained health system has been overburdened with massive casualties from demonstrations, reaching the verge of collapse[[1]](#footnote-2). In the twelve months of GMR demonstrations, more Palestinians have been injured than during the 2014 Gaza hostilities, more Palestinians have been killed than during the 2012 Gaza hostilities[[2]](#footnote-3). More than 28,000 people have been injured, some 60% of them requiring hospital treatment, and over 6,800 trauma patients have had gunshot injuries. In total, 19,489 (92%) of the injured were males and 1,672 (8%) were females; 16,488 (78%) casualties were adults and 4,673 (22%) were children (under 18 years old)[[3]](#footnote-4). Seen as symptomatic of the rising level of frustration and despair among Palestinians living in the Gaza Strip[[4]](#footnote-5), the consequences of the GMR are seen both in the shockingly high number of casualties and in the very personal accounts of lives changed forever. The resulting physical and psychological consequences of the GMR, have compounded an already severe situation for those in Gaza[[5]](#footnote-6).  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 conflict, and gender-based violence (GBV) against women and inequalities are often exacerbated. In Palestine, according to the PCBS violence survey issued in November 2019[[6]](#footnote-7), *37.5% of currently married or ever married women (18-64 years) in Gaza have been subjected to one form of violence* *(psychosocial, physical, sexual, economic, social)* in the past 12 months (prior to conducting the survey). Out of those subjected to violence, 26.4 per cent of currently married or ever married women were subjected to physical violence, 63.5 per cent to psychosocial violence, 10.6 per cent to sexual violence, 46.7 per cent to social violence and 55 per cent to economic violence[[7]](#footnote-8). The conflict in Gaza has also been systematically creating new vulnerable groups among women such as women affected by the Gaza Great March of Return (GMR) where the high number of injuries has also had negative repercussions for women’s lives, often resulting in emotional stress at the household level, including higher exposure to GBV[[8]](#footnote-9). Women whose injuries might result in a lifelong disability face social discrimination and limited access to services. Those who have lost a spouse and became “new widows” are exposed to financial need and legal problems as death of a primary breadwinner has a direct and immediate impact on the living conditions of the widow and children[[9]](#footnote-10). Moreover, young girls in families who lost a breadwinner face a higher risk of child marriage. All in all, key GBV service providers have received double the number of GBV cases that they received in 2017 because of the mass demonstrations[[10]](#footnote-11).  According to a recent study[[11]](#footnote-12) published in 2019, women injured due to the GMR have different needs. Their top priority needs include food security (67,5 per cent), safety and security (60 per cent), adequate housing (55 per cent), adequate health care (55 per cent), and removing logistical restrictions (40 per cent). 12,5 per cent of all injured women used to work before injury and all of them could not return back to work after injury due to not finding jobs that are adequate for their lives after injury (25 per cent) and due to bad health conditions (75 per cent). 45 per cent of all injured women suffered from physical abuse and (2.5%) from sexual abuse. While only (35%) received psychosocial support, (65%) did not. Overall, 66.7 per cent of those who received assistance were dissatisfied because it was insufficient and did not fully address their needs. Women are not only affected if they are directly injured. As mothers and carers, they have to carry the burden of taking care of injured people in the family (more than 90 per cent of GMR injured men, women and children had a form of disability) including children and spouses which affect their wellbeing, psychosocial status and access to opportunities outside the domestic sphere (i.e. livelihood). Women usually demonstrate resilience in the face of conflict. They all attempt to develop coping methods that will help them persevere and overcome. At the same time, resources for women are not uniformly available across the diversity of individual circumstances, family and community conditions which are all affected by conflict.   * 1. **General Overview of services required/results**   Factoring in all the above, and building on years of investment by the Government of Japan and UN Women in supporting the resilience and protection of women and girls affected by conflict in Palestine, UN Women plans to enter into partnership with civil society organizations (responsible parties) to implement a 12-month project which aims to meet the basic needs of women and girls affected by the Gaza Great March of Return (GMR) through increasing their access to recovery and livelihood opportunities, paired with comprehensive protection and multi-sectoral services in Gaza. At the institutional level, the project will leverage partnership with OCHA and other humanitarian actors to strengthen gender focus in humanitarian assistance, programming and architecture to address the needs of women, girls, boys and men equally and equitably. At a community level, the project will address needs of women and girls impacted by the GMR particularly for multisectoral services including GBV, psychosocial counselling, legal assistance, awareness raising and economic support in the form of cash for work and skill development. The project will also target men who have been affected to sensitize them on gender-based violence (GBV) against women and GBV services. The interventions will focus on supporting the most vulnerable groups of women including widows, women with disabilities, women carers of people with disabilities, women GBV survivors, women heads of households and female adolescents. The project will follow holistic and woman-centred approaches designed to mitigate the impact of the deteriorated humanitarian conditions on women and their families and to build their resilience and strengthen their coping mechanisms. Supporting the resilience and livelihood opportunities for vulnerable women will contribute to women’s own empowerment, as women’s roles within their families and communities shift and their self-reliance strengthened.  The project will be implemented in the framework of the 2018-2020 humanitarian response strategy (HRP) which highlights the urgency of responding to gender based vulnerabilities and needs that exist across humanitarian sectors**[[12]](#footnote-13)**; IASC Guidelines for GBV Interventions; UN Women and OCHA joint action plan on Mainstreaming Gender in Humanitarian Action (2018-2020); UN Women Strategic Note Impact Area 4: “Women’s leadership in peace and security, humanitarian action, and recovery efforts in Palestine”. |
| 1. **Description of required services/results** **[Please elaborate]**   In line with the project results framework, 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:  **Important notes:**   * **Proponents submitting applications to this Call for Proposals can submit one proposal only selecting one of the two groups listed below (Group A or Group B).** * **A proponent cannot submit two separate proposals covering both groups.** * **Proponents submitting applications to this Call for Proposals must be located in the Gaza Strip or have field presence/office in the Gaza Strip.**   **GROUP A**    **Outcome: Women contribute to, and benefit from, economic opportunities in ways that build their resilience and make it possible for them to live life free from violence**  Output 2.1. 200 women affected by the Gaza March of Return (widows, GBV survivors, women with disabilities, women heads of households) have new sources of income and economic opportunities through cash for work & skills development.  Activity 2.1.1 Conduct rapid business needs assessment of women impacted by GMR (i.e. women with disabilities, women heads of households, women Activity survivors of violence etc.) with a focus on most marginalized and affected by conflict)  Activity 2.1.2 Conduct training, peer to peer learning, and skills development for vulnerable women in preparation for their engagement in cash for work.  Activity 2.1.3. Provide skill-matching cash for work opportunities for 200 women who have been affected by the GMR (i.e. women with disabilities, women heads of households, widows, women survivors of violence etc.).  **GROUP B**    **Outcome: Women contribute to, and benefit from, economic opportunities in ways that build their resilience and make it possible for them to live life free from violence**  Output 2.2. 10,670 women and girls affected by the Gaza March of Return (widows, women GBV survivors, women with disabilities, women heads of households, female adolescents) have increased access to multi-sectorial services, including prevention and response to [[13]](#footnote-14)SGBV.  Activity 2.2.1 Provide GBV case management to 200 women and 50 girls affected by the GMR including comprehensive assessment and participatory development of a reintegration plan that meets their needs.  Activity 2.2.2. Provide structured psychosocial services (180 psychosocial group sessions and 20 individual counselling consultations) to 6000 women and girls impacted by the GMR including women victims and survivors of GBV and female adolescents  Activity 2.2.3. Provide referral services to 150 women GBV survivors, female adolescents and women with disabilities in need of emergency health support to health and reproductive health service providers.  Activity 2.2.4. Organize 150 GBV awareness sessions covering all the Gaza Strip as close to locations of the GMR, targeting 4000 women and 500 men.  Activity 2.2.5. provide rehabilitation services and assistive devices to 200 women and 50 girls with disabilities particularly those resulting from injuries during the GMR.  Activity 2.2.6. Organize 2 refresher trainings for partners’ project teams on ethical practices in documenting information, safety of survivors, confidentiality of case management and Protection from Sexual Exploitation and Abuse (PSEA). |
| 1. **Timeframe: Start date and end date for completion of required services/results**   The duration for completion the required services is 11 months from 1 May 2020 to 31 March 2021. |
| 1. **Competencies:**    1. **Technical/functional competencies required.**    * Demonstrates experience in applying the GBV Guiding Principles including: Safety, Confidentiality, Respect and Non-discrimination.    * Has experience in implementing projects that focus on GBV prevention and protection in Gaza.    * Demonstrates knowledge and experience in implementing multi-sectorial responses to GBV (including health, psychosocial support, cash for work and legal assistance);    * Demonstrates experience in applying GBV case management and referral pathways SOPs as approved by the GBV sub-cluster.    * Demonstrates knowledge and experience in applying survivor-centered approaches.    * Has the capacity to critically analyze context, trends and vulnerabilities related to GBV;    * Knowledge of applying participatory approaches in engaging with affected communities.    1. **Other competencies, which while not required, can be an asset for the performance of services**   NA |

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

**[To be completed by proponents and returned with their proposal]**

**Call for proposal**

**Description of Services:**

**CFP No. UNW–01-2020**

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.

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| **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 (provide copy) | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[14]](#footnote-15) | 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 the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA)[[15]](#footnote-16). |  |
| 1.8 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), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list | Yes/No |

**Section 2**

**CFP No. (UNW–01-2020)**

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
   1. UN Women invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party.
   2. UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women’s organizations or entities are highly encouraged to apply.**
   3. A description of the services required is described in CFP Section 1- C “Terms of Reference”.
   4. UN Women may, at its discretion, cancel the services in part or in whole.
   5. 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.
   6. 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.
   7. Effective with the release of this CFP, all communications must be directed only to UN Women, by email at [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org). Proponents must not communicate with any other personnel of UN Women regarding this CFP.
3. **Cost of proposal**
   1. 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.
4. **Eligibility**

3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 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-1**. 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. **Mandatory/pre-qualification criteria**

4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process 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.

4.2 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. **Clarification of CFP documents**

5.1. 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.

5.2. 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.

1. **Amendments to CFP documents**

6.1. 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.

6.2. 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.

1. **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.
   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.
2. **Submission of proposal**

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) 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)

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

8.3 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.

8.4 **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, may be rejected.

1. **Clarification of proposals**
   1. 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.
2. **Proposal currencies**

10.1 All prices shall be quoted in New Israeli Shekel

10.2 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.

10.3 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. **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 an Evaluation Committee 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 | Proposal is compliant with the Call for Proposal (CfP) requirements | 15 points |
| 2 | The Organization’s mandate is relevant to the work to be undertaken in the TORs (**component 1)** | 20 points |
| 3 | The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (**components 2, 3 and 4)** | 35 points |
|  |  |  |
|  | TOTAL | 70 points |

**11.2 PHASE II - FINANCIAL PROPOSAL** (**30 points**)

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost.  
  
Formula for computing points:  
Points = (A/B) Financial Points  
  
Example: Proponent A’s price is the lowest at $10.00. Proponent A receives 30 points. Proponent B’s price is $20.00. Proponent B receives ($10.00/$20.00) 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** at 12 AM Tuesday 31 March 2020

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 | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| Part of proposal | **Annex B-2** Template for proposal submission |
| Part of proposal | **Annex B-3** Format of resume for proposed staff |
| Part of proposal | **Annex B-4** Capacity Assessment minimum Documents |

* 1. 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.

1. **Format and signing of proposal**

13.1 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.

13.2. 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.

1. **Award**

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

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

14.3 The award will be for an agreement with an original term of 11 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

**Annex B-2**

**Template for proposal submission**

**Call for proposal**

**Description of Services:**

**CFP No. UNW–01-2020**

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| **Mandatory requirements/pre-qualification criteria** |

Proponents are requested to complete this form (**Annex B-2)** and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. 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)

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| **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.

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| **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 costs which 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 would cost less.
* The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
* The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
* “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
* 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.

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| --- | --- | --- | --- | --- |
| **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 [[16]](#footnote-17) |  |  |  |  |
| 6. Incidentals |  |  |  |  |
| 7. Other support requested |  |  |  |  |
| 8. Support Cost (not to exceed 8% or the relevant donor %) |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |

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 and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

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

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of resume for proposed staff**

**Call for proposal**

**Description of Services:**

**CFP No UNW–01-2020**

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 B-4**

**Capacity Assessment minimum Documents**

**(to be submitted by potential Responsible Parties and submission assessed by the reviewer)**

**Call for proposal**

**Description of Services:**

**CFP No. UNW–01-2020**

**Governance, Management and Technical**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| 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 which is consistent with UN women’s one or adoption of UN Women anti-fraud policy | Mandatory |
| Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13)  Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy; | Mandatory |

**Administration and Finance**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Administrative and Financial Rules of the organization | Mandatory |
| Internal Control Framework | Mandatory |
| Audited Statements of last 3 years | Mandatory |
| List of Banks | Mandatory |
| Name of External Auditors |  |

**Procurement**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Procurement Policy/Manual | Mandatory |
| Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (FRQ), Request for Proposal (RFP) etc. | Mandatory |
| List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes |  |

**Client Relationship**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| List of main clients / donors | Mandatory |
| Two references | Mandatory |
| Past reports to clients / donors for last 3 years |  |

1. OCHA, 2019 Humanitarian Needs Overview (HNO) [↑](#footnote-ref-2)
2. UNRWA, “Gaza’s Great March of Return one year on: impact on Palestine refugees and UNRWA services”, 2019 [↑](#footnote-ref-3)
3. WHO, “Emergency Trauma Response to the Gaza Mass Demonstrations 2018–2019: A One-Year Review of Trauma Data and the Humanitarian Consequences”, 2019. [↑](#footnote-ref-4)
4. UNRWA, “Gaza’s Great March of Return one year on: impact on Palestine refugees and UNRWA services”, 2019 [↑](#footnote-ref-5)
5. Ibid [↑](#footnote-ref-6)
6. <http://www.pcbs.gov.ps/Downloads/book2480.pdf?fbclid=IwAR0HZZhkqcHpM_I98UhsIAuLjkAAuQivDZVPiOjOUXPJe0IA3jsHRMznDPc> [↑](#footnote-ref-7)
7. Ibid [↑](#footnote-ref-8)
8. WHO, “Emergency Trauma Response to the Gaza Mass Demonstrations 2018–2019: A One-Year Review of Trauma Data and the Humanitarian Consequences”, 2019 [↑](#footnote-ref-9)
9. https://www.ochaopt.org/content/impact-women-great-march-return [↑](#footnote-ref-10)
10. WHO, “Emergency Trauma Response to the Gaza Mass Demonstrations 2018–2019: A One-Year Review of Trauma Data and the Humanitarian Consequences”, 2019 [↑](#footnote-ref-11)
11. HPF and PCDCR “The Humanitarian Needs Assessment Study of the Great March of Return’s injured Persons”, 2019. See: [file:///Z:/Tayma/EN.pdf](file:///Z:\Tayma\EN.pdf) [↑](#footnote-ref-12)
12. The 2017 Humanitarian needs overview has identified gender based vulnerabilities in relation to the differentiated impact of the humanitarian context on men, women, boys and girls, their differentiated access, and differentiated coping mechanisms under the following sectors/themes (Protection: Food Security and livelihoods, and access to basic services). [↑](#footnote-ref-13)
13. Sexual and gender-based violence [↑](#footnote-ref-14)
14. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-15)
15. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners [↑](#footnote-ref-16)
16. “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-17)