**Annex B**

**Call for Proposal (CFP)**

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

**Section 1**

**CFP No. 2/2020**

1. **CFP letter for Responsible Parties**

UN Women plans to engage a (Responsible Party) 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 3.00 pm on 31 May 2020.**

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

**The budget range for this proposal should be** **minimum 530,000 and maximum 550,000 ILS.**

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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 email address: [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org)

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

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| **Program/Project:** | **Requests for clarifications due:** | |
|  | **Date:** 20 **May 2020** | **Time: 3:00 pm** |
| **Program official’s name:** | **(via e-mail):** [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org) | |
|  |  | |
| **Email:** | **UN Women clarifications (Q&A session) to proponents due: [if applicable]** | |
|  | **Date: 20 May 2020** | **Time: 11:00 am** |
| **Telephone number:** |  | |
|  | **Proposal due:** | |
| **Issue date:** | **Date: 31 May 2020** | **Time: 3:00 pm** |
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|  | **Planned award date:** | **June 2020** |
|  | **Planned contract start-date / delivery date (on or before): Upon signature of contract for a duration of two years.** | |
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1. **UN Women Terms of Reference**

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| 1. **Introduction:**    1. **Background/Context for required services/results**   UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.  UN Women plays an innovative and catalytic role in the State of Palestine since its inception in 1997 as UNIFEM. UN Women focuses its activities on one overarching goal, namely, to support the empowerment of Palestinian women and girls and to allow them to enjoy their human rights.  In support of this goal and thoroughly taking into consideration the specificities of the context in Palestine, UN Women concentrates its efforts and interventions in its current strategic cycle (2018-2021) toward the realization of four strategic goals: Ensuring that women have income security, decent work and economic autonomy, all women and girls live a life free from all forms of violence, women and girls contribute and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and from humanitarian action, and a comprehensive and dynamic set of global norms, policies and standards on gender equality and the empowerment of all women and girls is strengthened and implemented.  The economy in Palestine faces structural socio-economic problems, including inequitable growth and high unemployment (20-25 per cent and higher for women), with no signs of the government being able to curtail this or turn it around. The government is facing an exceptional situation where it governs with limited control of movement of goods and people over the territory. According to a recent Palestinian Central Bureau of Statistics (PCBS) consumption and poverty study (2018) poverty has increased to 29 per cent. Households headed by female constitute about 10.1 per cent of the Palestinian households in 2017. Poverty rates among individuals living in female-headed households stood at 30.6 per cent compared to 29.2 per cent between those living in male-headed households.  On 5 March 2020, the Palestinian Prime Minister declared a State of Emergency across the oPt to contain the spread of COVID-19, after the first cases were confirmed in Bethlehem city. This followed a World Health Organization (WHO) announcement on 30 January of a “public health emergency of international concern”, which was upgraded on 11 March to a “global pandemic. As of Mid-April 2020, the percentage of female registered cases were almost 35 per cent of the total registered cases in Palestine, including East Jerusalem, according to the Palestinian Ministry of Health.  The COVID-19 crisis will result in differentiated impacts on women, while exacerbating existing inequalities and vulnerabilities, including those based on economic status, ability, age and gender. The economic impact of COVID-19 resulting from the widespread closure of businesses and industries, especially those led by women, puts increased financial strain on communities, particularly on segments of the population that are already vulnerable, including women and households headed by women. A recent survey published by UN Women has shown that 95 per cent of the women-led MSME’s were negatively affected, while 27 per cent where already shut down since the Pandemic outbreak in Palestine, while 53 per cent are thinking of laying down their workers, out of the 301 women respondents to the survey[[1]](#footnote-2).  Women disproportionately work in insecure, lower-paid, part-time and informal employment, with little or no income security and social protection, such as health insurance – and are therefore less protected from economic recession in times of crisis[[2]](#footnote-3). Thus, women are more likely to lose their jobs than men, an increased economic vulnerability and disadvantages at different levels, including being more exposed to poverty, reduced employment opportunities and triggering layoffs[[3]](#footnote-4). Many livelihood opportunities that women rely on will be at risk due to movement restrictions and government response strategies, these include small business owners, those working in cleaning, caring, cashiering and catering sectors and in the informal economy. such as closing restaurants, bars and markets. Small-holder farmers (predominantly women) are likely to face challenges in accessing markets due to travel restrictions and food prices will rise accordingly[[4]](#footnote-5).  In 2019, PCBS data indicated that the number of women working in the informal sector in Palestine reached 32,000 in Palestine, which constituted 31 per cent of the overall workers in this sector. While the number of females in the formal sector, in the governmental sector reached 50,400, which constitute 31 per cent of female paid workers in Palestine, while the number of female paid workers in the private sector reached 108,900, which constitute 68 per cent of female paid workers in Palestine, and around 1,000 female workers in the Israeli market and settlements.  Data shows that there are almost 188,000 workers in the private sector who have no contracts, with no available data on the percentage of women out of this number[[5]](#footnote-6), of which almost 25 per cent are women workers[[6]](#footnote-7). This reality is alarming in terms of the impact on women workers, whether in the formal or informal sector, and their access to equitable labour rights during the current crisis.  Based on the latest data provided by the Palestinian General Federation of Trade Unions (PGFTU), almost 3,900 complaints were registered by women workers, 35 of them are women with disabilities. These women are engaged in the following sectors: textile, services, kindergartens, tourism, health services, petrochemical manufacturing. Among these complaints, 70 per cent were related to cut on wages, 30 per cent related to reporting having forcible dismissed, resignation and unpaid leaves, while 75 per cent of women reporting these complaints were in the informal sector, while 25 per cent are in the formal sector. Also, 25 per cent of women reported these complaints are heads of households. On the type of labour market, 200 of the complaints are from women working in the settlements, 100 from women working in the Israeli market, and 3,600 from women working in the Palestinian private sector.  Palestine faces significant challenges in its preparedness and response efforts, including a severely under-equipped health sector and an existing fiscal crisis caused by the Government of Israel withholding of revenue. The COVID-19 and the emergency measures that the Government of Palestine (GoP) is taking and will continue to have a significantly negative impact on the economy, which will lead to (i) shrinking revenues (by at least 40 per cent) that limit the GoP’s ability to maintain existing level of services and (ii) increasing needs for immediate economic support and longer-term economic recovery[[7]](#footnote-8). The Palestinian economy's financial transactions with regional and global financial institutions and markets are expected to include some potential risks. In this context, five major sources of risks can be monitored, affecting the economy in general and the banking sector in particular, these are: foreign investments; interest rates; exchange rates; oil and raw materials prices; and income flows and current transfers in the balance of payments[[8]](#footnote-9). The Palestinian Central Bureau of Statistics (PCBS) projects that a three-month shutdown and a six-month shutdown would lead to GDP contractions of 5.1 per cent and 7.1 per cent, respectively. A decline of 7 per cent of GDP would represent a negative shock among the largest annual contractions recorded since 1994[[9]](#footnote-10).  Globally, women perform 76.2 per cent of the total hours of unpaid care work, more than three times as much as men. During public health crises such as COVID-19, this may involve taking care of sick family members, while in Palestine, women spend more time than men, almost 8 to1 relative to men on unpaid care work. Thus, during crisis, Women will likely bear the burden of caring for patients that the health system cannot, increasing women’s risk of exposure to the virus[[10]](#footnote-11). In addition, women may have additional childcare responsibilities as schools temporarily close. Increased childcare could further limit work and economic opportunities[[11]](#footnote-12). This would have compound impacts on single-parent families, as well as low-income families, the self-employed, the precariously employed, or those without employment health rights or benefits. These people may not be able to afford or access childcare or take time off of work. Through a recent survey conducted by AWRAD, 58 per cent of women respondents (out of 800) reported that their household duties have increased, compared to 40 per cent of men, while 41 per cent of women said that childcare duties have increased, compared to 30 per cent of men.  Given the emerging context of COVID-19 outbreak and to adapt to the emerging needs of women, at the short and long runs, UN Women and ILO are working on customizing their contribution to the ongoing response, planning and recovery efforts, along with relevant stakeholders, while ensuring engagement of women and civil society in response and recovery planning, for the protection of women’s labour rights, including women in the informal sector and women with disabilities. This will be achieved through the multi-country joint programme between 2019-2022 (JP) “Promoting Productive Employment and Decent Work for Women in Palestine, Jordan and Egypt” (JP Work4Women), funded by Sweden, to promote decent employment opportunities for women, by addressing the structural causes of inequalities that women face taking into consideration country context specificities.  **The Joint Programme overall goal** is to “Promote productive employment and decent work for women in Egypt, Jordan and Palestine through reducing the barriers to women’s entry to and retention in decent work”. The JP design is articulated around three outcomes:   * Outcome 1: Gender responsive labour laws and related policies in place and are effective. * Outcome 2: A gender responsive private sector that attracts, retains and promotes women is supported. * Outcome 3: Gender stereotypes about women and men’s responsibilities concerning unpaid care and household work are challenged. |
| 1. **Description of required services/results**   In line with the Joint Programme results framework, specifically **outcome 3 (Gender stereotypes about women and men’s responsibilities concerning unpaid care and household work are challenged)**, UN Women Palestine Country Office welcomes project proposals, tailoring innovative interventions to address women’s employment and decent work emerging needs against the abovementioned context due to the COVID-19 crisis at the immediate, intermediate and longer terms, as per the below outputs and indicative activities, but not limited to:  **Output 3.1 Engagement at community, government and corporate level to promote the value of women’s work and equal and collective sharing of unpaid care and household work**  For this output to be realized, targeted awareness and advocacy campaigns would be developed and implemented targeting different stakeholders: the government, the private sector, employers, unions, community and family members, including women and men. Messages related to “the value of women’s work” and the concept of “unpaid care as a shared/collective responsibility” would be designed, tested and communicated, among others, to the different target audience before launching the campaigns. An important element of these campaigns is the development of locally acceptable and tested concepts of unpaid care and shared household responsibilities. Some communities and members will be selected depending on their readiness to pilot initiatives on unpaid care as a shared responsibility between men, women and communities. The experiences and good practices of individual champions (men and women), including employers and communities should be documented and assessed for possibilities of replication.  **Some of the indicative activities might, but not limited to:**  **3.1.a.:** Organise consultative dialogues and assessments with relevant CSOs, private sector, government and communities, including family members, to discuss the value of women's work and unpaid care as a shared responsibility  **3.1.b**.: Asses and select communities, including selection of individual champions (men and women), willing to 'test', experience and showcase innovative approaches to promoting the value of women's work and unpaid care and document the results through innovative tools. Individual champions (men and women) need to be also selected and engaged in the advocacy and awareness interventions at the community, corporate and dialogues’ levels.  **3.1.c:** Develop comprehensive and innovative advocacy and awareness initiatives through media targeting communities (including schools and educational institutions) and community members, including leaders, to promote the value of women's work and unpaid care as a shared responsibility.  **Indicative targets that need to be measured, among others:**   * # of consultations/events on the value of women’s work and equal sharing of domestic work and unpaid care with CSOs, private sector, national institutions, traditional and religious leaders   **Indicative target: 40, for the whole intervention period**   * # of advocacy and awareness campaigns rolled out   **Indicative target: 4, at least each year**   * # of women and men reached out at the community level   **Indicative target: at least 10,000 women and men reached**   * # of communities testing and implementing the unpaid care initiative   **Indicative target: 2 per year**  **Output 3.2: Engagement at community, government and corporate level to encourage women to enter all different occupations, provided that jobs are decent and eliminate horizontal and vertical occupational segregation**  Perceptions surveys and evidence-based researches (targeting women, men, employers, government officials, community members etc.) and nation-wide campaigns, among other interventions, would be implemented to enhance women’s employment opportunities in male dominated and non-traditional economic sectors and trades, including women’s access to leadership positions, targeting different audiences (unemployed young women, female students in vocational schools, high school female and male students, as well as parents and parents’ committees, education specialists, community leaders, employers, media etc.). These interventions will be informed by the findings of UN Women mapping study, conducted in 2019[[12]](#footnote-13), on the potential non-traditional economic sectors for women’s participation and access to leadership positions, to be targeted in the proposed project, including: Scientific and Technical Jobs (engineers etc.), ICT and ICT in agriculture, renewable energy, TVET (including manufacturing etc.), and services with a focus on Transportation (drivers, logistic/operations services). Other studies/gender responsive assessments need to be conducted to reflect the emerging needs of women during and post COVID-19, taking into consideration that the whole economic situation was and will still be affected, with emerging challenges for women.  **Some of the indicative activities might, but not limited to:**  **3.2.a.:** Design and implement national campaigns encouraging women to join highly potential non-traditional sectors; based on mapping studies, baselines and macro-analyses.  **3.2.b.:** Document and disseminate case studies of women role models in non-traditional/male dominated sectors to influence other women and the community at large  **Indicative targets that need to be measured, among others:**   * **# of awareness/outreach campaigns rolled out**   Indicative target: at least 4, each year   * **# of events organised and information products disseminated**   Indicative target: at least 2, each year   * **# of women and men reached out at the community level**   Indicative target: at least 10,000 women and men reached  **Important notes for proponents:**   * In response to the current situation due to COVID-19 outbreak, the proposed project should have a response at the short and medium terms, regarding the impact on households, shared household responsibilities, women’s access to employment opportunities in the affected economic sectors, in addition to the non-traditional sectors identified for this Call for Proposals; * No changes are to be made by the proponent on the above listed outcome, outputs, and corresponding indicators and activities, however, a**dditional activities to the ones listed in the above section may only be added by the proponent, if deemed necessary, to complement the interventions,** including, but not limited to, utilizing innovative solutions and addressing challenges, as part of COVID-19 response; * **Utilization of media and green technology** are crucial tools that need to be utilized as part of the approach proposed to promote equal sharing of domestic work and care and value of women’s work inside and outside the households for women’s agency, families, societies and for the nation through radio, TV, photo competitions, social media, public debates, among other creative solutions to be proposed; * **Engaging youth (males and females)** is a crucial for the community mobilization interventions and other different interventions, to ensure the voice of young women and men, and in line with the Beijing +25 recommendations, relevant to women’s economic empowerment issues. * Under this CfP, the applying proponent organization is encouraged to form **a consortium of partnerships** with other organizations/institutions with a variety of technical expertise, as needed, to achieve the planned results, including media institutions, chambers of commerce, research institutions, academia, organizations working with women with disabilities, employment departments at Ministry of Labour, Federation of trade unions (PGFTU), etc.)   **Target Groups:**  Community leaders (mainly males), family members, marginalized women, including poor and unemployed young women, female students in vocational schools, parents and parents’ committees, students’ committees, policy makers, school students in secondary and high schools, education specialists, employers and private sector corporations, unions of workers, media etc.    **Geographical locations:**  The proposed project should target locations across Palestine, including West Bank and Gaza Strip. |
| 1. **Timeframe: Start date and end date for completion of required services/results:**   The project will commence upon signature of partnership agreement with the selected organization and will end after two years. |
| 1. **Competencies:**    1. **Technical/functional competencies required:**  * The Organization should have proven relevant technical experience in conducting the work relevant to this CfP TOR, among of which, working on gender equality issues, unpaid care and household work, women’s economic empowerment, etc. * The Organization should propose technical and professional staff who have the needed expertise, to conduct the works needed under this Call ToR, including:   + 1. Management of advocacy campaigns, using innovation and technology skills,     2. Graphic designing skills and professional use of social media tools.     3. Relevant Technical research and survey development skills,     4. knowledge on gender issues and concepts and women’s economic empowerment     5. Experience in building partnerships with private sector and government institutions,     6. Proven experience in management of projects/programmes related to women’s economic empowerment and/or gender equality. * 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, private sector, government institutions, local NGOs, and other development actors. * Proven experience in management of projects/programmes related to economic empowerment of women and/or gender equality   1. **Other competencies, which while not required, can be an asset for the performance of services** * Organizational experience in working in consortium partnerships with other technical organizations (including ministries, academia, chambers, trade unions, etc.) at local and regional levels for joint interventions * Technical expertise on Women’s Economic Empowerment and gender equality issues is required. |

**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. 2/2020**

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- **please provide the official registration - a copy to be attached here** | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[13]](#footnote-14) | 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)[[14]](#footnote-15). | Yes/No |
| 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. 2/2020**

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 local 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**
   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.
5. **Mandatory/pre-qualification criteria**
   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 , 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.
   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.
6. **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.
7. **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.
8. **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, 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.
9. **Submission of proposal**
   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.
   2. All proposals should be sent by email to the following secure email address: [palestine.registry@unwomen.org](mailto:palestine.registry@unwomen.org)
   3. 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.
   4. 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.
   5. Late proposals: Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, may be rejected.
10. **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.
11. **Proposal currencies**
    1. All prices shall be quoted in (local currency) \_\_\_\_\_\_\_\_\_\_ [To fill in ILS] \_\_\_\_\_\_\_\_\_\_\_\_\_
    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.
    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.
12. **Evaluation of technical and financial proposal** 
    1. **PHASE I – TECHNICAL PROPOSAL (70 points)**

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 |

* 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 31 May 2020 at 3.00 pm):

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**
   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 [ number of months/year(s)] 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. 2/2020**

|  |
| --- |
| **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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 [[15]](#footnote-16) |  |  |  |  |
| 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**

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.**

**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 | Available on request |

**Client Relationship**

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

1. A flash survey: impact of covid-19 on women-led MSME’s in Palestine. UN Women. March 2020. The results highlight only the responses of 301 women entrepreneurs from across Palestine. [↑](#footnote-ref-2)
2. A brief on COVID-19 and Ending Violence Against Women and Girls. UN Women. March 2020. [↑](#footnote-ref-3)
3. COVID-19 requires gender-equal responses to save economies. Isabelle Durant, UNCTAD [↑](#footnote-ref-4)
4. Gender Alert for COVID-19 outbreak: March 2020. Inter Agency Standing Committee and UN Women [↑](#footnote-ref-5)
5. Status of the labor market and establishments in Palestine. PCBS. 30 April 2020. [↑](#footnote-ref-6)
6. Ibid. [↑](#footnote-ref-7)
7. Palestine’s COVID-19 response plan. 30 March 2020. [↑](#footnote-ref-8)
8. Position Paper: The expected economic impact of Covid-19 crisis on the Palestinian economy in 2020. Palestinian Monetary Authority. March 2020. [↑](#footnote-ref-9)
9. Gendered Impact of COVID-19 in Palestine West Bank/ Gaza. Care West Bank and Gaza Strip. April 2020 [↑](#footnote-ref-10)
10. GLOBAL RAPID GENDER ANALYSIS FOR COVID-19. Care and IRC Global RGA for COVID-19 [↑](#footnote-ref-11)
11. The Lancet. COVID-19: The Gendered Impacts of the Outbreak. 6 March 2020 https://www.thelancet.com/action/showPdf?pii=S0140-6736%2820%2930526-2. [↑](#footnote-ref-12)
12. UN Women will make the study available for the selected partner NGO. [↑](#footnote-ref-13)
13. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-14)
14. [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-15)
15. “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-16)