

## Annex B Call for Proposal (CFP) Template for Responsible Parties (For Civil Society Organizations- CSOs)

### Section 1

CFP No. UNW-AP-PAK-CFP-2021-002

#### a. CFP letter for Responsible Parties

UNWOMEN 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 UNWOMEN at the address specified not later than **1700 HRS. on 13<sup>th</sup> August 2021.**

**The budget range for this proposal should be USD 125,000 – USD 135,000.**

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal ( <b>mandatory</b> )
<p><u>Section 1</u></p> <ul style="list-style-type: none"> <li>a. CFP letter for Responsible Parties</li> <li>b. Proposal data sheet for Responsible Parties</li> <li>c. UN Women Terms of Reference</li> </ul> <p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria</p> <p><u>Section 2</u></p> <ul style="list-style-type: none"> <li>a. Instructions to proponents</li> </ul> <p><b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>	<p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria</p> <p><b>Annex B-2</b> Template for proposal submission</p> <p><b>Annex B-3</b> Format of resume for proposed staff</p> <p><b>Annex B-4</b> Capacity Assessment minimum Documents</p>

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

#### b. Proposal data sheet for Responsible Parties

**Program/Project:** “Resilient Economies and Protection for Vulnerable and Excluded Groups”

**Program official’s name:** Fareeha Ummar

**Email:** [Fareeha.ummar@unwomen.org](mailto:Fareeha.ummar@unwomen.org)

**Telephone number:** +92-346-8502113

**Issue date:** 30<sup>th</sup> July 2021

#### Requests for clarifications due:

**Date:** 5<sup>th</sup> August 2021      **Time:** 1700 hrs.

(via e-mail) [fareeha.ummar@unwomen.org](mailto:fareeha.ummar@unwomen.org)

**UNWOMEN clarifications to proponents due:** [if applicable]

**Date:** 8<sup>th</sup> August 2021      **Time:** 1700 hrs.

#### Proposal due:

**Date:** 13<sup>th</sup> August 2021      **Time:** 1700 hrs.

**Planned award date:** 20<sup>th</sup> August 2021

**Planned contract start-date / delivery date (on or before):**  
20<sup>th</sup> August 2021

## c. UN Women Terms of Reference

### 1. Introduction

#### a. Background

With the first case emerging in November 2019 in Wuhan City, China, the Corona Virus Disease 2019 (CoVID-19<sup>1</sup>) has spread quickly across more than 199 countries and territories of the world. On March 11, 2020, WHO declared it a pandemic<sup>2</sup>. As of August 20, 2020, there are over 22 million confirmed cases of COVID-19 across the world. The pandemic has already killed over 796,000 people<sup>4</sup> and has generated huge disruptions to health systems, education systems, economies and social structures, which are predicted both to be worsen and be long-lasting. Behind these numbers, there is human cost in terms of mental trauma of death of a relative and fear of encountering the virus and loss of livelihood. Immediate and longer-term needs are changing across countries and are dependent on where countries are in the outbreak cycle.

Pandemics such as COVID-19 adversely impact the livelihoods of individuals, households and communities. In a report, the IMF has stated that while the effects of the disease will be felt worldwide, the vulnerable populations and disadvantaged communities are likely to suffer disproportionately from the Pandemic and will continue to be affected long after. Women in these populations and communities are likely to be affected even more as their pre-COVID-19 situation has been exacerbated by the pandemic. These individuals have limited access to healthcare and lack the capacity to protect themselves from financial shocks such as lay-offs and closures of businesses. An ILO report stated that “Women’s employment is at greater risk than men’s, owing to the impact of the lockdown in service sectors women are overrepresented in, combined with their higher informality in them.”<sup>3</sup>

Pakistan has witnessed a 282,000 confirmed Covid-19 cases till August 20, 2020 with over 6000 deaths. In a developing country like Pakistan, where one third of the population is living below the poverty line especially in rural areas, which ranks poorly in terms of gender equality and the implementation of human rights of women, a pandemic is likely to damage the social and economic fabric of society, while compounding existing gender inequalities being faced by disadvantaged groups. The pandemic has profound repercussions on employment and, consequently, people’s livelihoods, food security and nutrition`. Pakistan is already highly impacted by climate change<sup>4</sup> and frequent disasters, which has resulted in low agriculture productivity, loss of livelihoods, productive assets and food insecurity.

Women from marginalized social classes face multiple challenges and cultural restrictions and are often only able to work from home or nearby farms. There are 12 million Home-Based Workers (HBWs) in Pakistan. According to UN Women’s Status Report, 2016 on Women’s Economic Participation and Empowerment in Pakistan, women account for 65% of the PKR 400 billion (USD 2.8 billion) that HBWs contribute to Pakistan’s economy. They earn around Rs. 3000-4000 per month and have to face multidimensional issues such as low-income security, poor nutrition, occupational health issues, absence of social protection and highest economic vulnerability in times of crisis. The COVID-19 crisis lays bare the deep gender inequalities in labor markets. UN Women Pakistan at the onset of the pandemic conducted a socio-economic impact assessment of COVID-19 on women and girls, which shows that most of the women who are part of the informal low wage markets are highly affected. During public health emergencies, such as COVID-19, these low-wage markets are most adversely affected. Many women, including domestic workers and those working for small and medium businesses have been laid off by their employers due to their inability to pay their wages. The analysis also reveals that HBWs will face multidimensional issues, such as low-income security, absence of social protection, food insecurity, poor diet and the highest economic vulnerability in times of crisis. Most of the home-based workers live in very small, one- or two-room dwellings with many family members. Often, these are in slums, informal settlements and villages where basic infrastructure — running water and sanitation, drainage and electricity — are inadequate or non-existent. This presents challenges at the best of times; in these worst of times, it means they must try to produce goods from crowded, unsanitary and inescapable confines. This segment of the labour force will be seriously affected due their inability to provide labor supply hours to the work. Furthermore, as women and girls, are the main caretakers of the household, this means that HBWs will have additional responsibilities to care for children out of school, sick household members, and unemployed husbands. Therefore, it is highly likely that with the current lockdown situation the workload of household chores on women and girls will increase substantially and will further reduce their free time.

<sup>1</sup> CoVID-19 forms part of “a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).”

<sup>2</sup> <https://www.who.int/dg/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-CoVID-19---11-march-2020>

<sup>3</sup> <https://experience.arcgis.com/experience/685d0ace521648f8a5beee1b9125cd>

<sup>4</sup> <https://covid19.who.int/>

<sup>3</sup> A gender-responsive employment recovery: Building back fairer,” ILO Policy Brief, July 2020. [https://www.ilo.org/wcmsp5/groups/public/---emp/documents/publication/wcms\\_751785.pdf](https://www.ilo.org/wcmsp5/groups/public/---emp/documents/publication/wcms_751785.pdf)

<sup>4</sup> Pakistan Climate Change Policy 2018, MoCC.

UN Women brings its technical expertise in gender equality and links with the global women's movement to the UN Women Pakistan mission to strengthen the effectiveness, coordination, and quality of outputs of the UN mission on gender equality. The strategy in Pakistan encompasses strengthening the capacity of government, non-governmental organizations and UN system to deliver on Pakistan's national and international commitments to gender equality, protection and women's empowerment by ensuring that voices of women and human rights-based approach is integrated fully in the development agenda of the country.

It is observed that, one of the biggest hurdles in addressing cases of GBV, especially domestic violence is that they are under reported and knowledge about such incidents is usually limited to personal relationships and community networks. Lack of awareness on what constitutes GBV as well as knowledge about available formal redressal mechanisms, is another obstacle. These challenges are compounded for refugee communities as they are displaced, are often separated from family support systems, have limited or no means of income, and likely to be facing existing health issues. The community referral pathways approach will enable us to address GBV in a complex social and cultural context. Studies have shown that approximately 8 million women face some form of GBV in a year in Pakistan. As federal and provincial departments such as those mandated to address gender inequality were declared non-essential, it is estimated that there will be a 20% decline in women protection services putting about 1.6 million additional women at risk of facing violence (UNFPA)

The proposed interventions will contribute to mitigate the impact of the pandemic on livelihoods and food security, foster better recovery, build resilience to future shocks for women Home Based Workers and women farmers and uplift communities. The project responds to Window 2 of "The Secretary-General's UN COVID-19 Response and Recovery Fund," which is: Mitigate the Socioeconomic Impact and safeguard people and their livelihoods; Enhance social protection mechanisms through immediate impact measures; insurance, food security, asset creation, and safety nets; and relieve the disproportionate burden of COVID-19 on women and children.

The interventions also support the three domains relating to women's and girls' empowerment and gender equality in COVID-19 responses i.e. Leadership and Participation, Protection and Safety, and Economic wellbeing given in the INAGWE Checklist.<sup>5</sup> Under economic wellbeing, one of the checklist requirements is "Women's participation in livelihood activities and decent employment, their access to social protection and assets and their ability to generate a sustainable income over which they have control."

The interventions are firmly grounded in the Pakistan government's Socio-economic Response Plan, specifically under Pillars 2 and 3. Under Pillar 2 – Social Protection and Basic Services, some activities recommended are "economic recovery solutions for HBWs and micro-businesses led by women," "grants for vulnerable groups, especially women farmers, including for food processing and value-addition." Under Pillar 3 – Economic Recovery and Protecting Jobs, some proposed interventions are skill training and grants for women entrepreneurs, and support for women-led micro and SMEs, for HBWs and women agricultural farmers. The government's Ehsaas Emergency Cash program was launched by the Prime Minister on April 1, 2020, in the context of the economic hardship being experienced by vulnerable people because of covid-19 crisis. There are many HBWs who have been left out of the government's social safety net. Having worked with women HBWs over a 12- year period through a multi-phased Norwegian funded project, UN Women has developed linkages with them and is well-placed to identify marginalized persons who need support. Many women farmers and women laborers who have suffered due to multiple natural disasters, floods and drought and are also not covered under social protection program. We will identify them through our implementing partners and select them through a set of pre-determined criteria. A mapping of existing social protection programs will be conducted, and these will be leveraged by connecting beneficiaries to them. .

The overall objective of the joint project is to strengthen economic resilience and food security for women Home Based Workers and women farmers whose livelihoods have been affected by the Covid-19 pandemic, through existing government programs, and skills training for initiating micro-enterprises. The project will contribute to mitigating the impact of the pandemic on livelihoods and food security, foster better recovery, and build resilience for future shocks for vulnerable women. The expected outcome is: Economic vulnerability of women and other marginalized groups in the Covid-19 crisis is reduced by linkages to social protection schemes, improving household food security and income replacement opportunities. The project includes the gender transformative goal of sensitizing men towards increased responsibilities of women during lockdowns and encouraging them to share the caregiving and domestic responsibilities through attitude and behaviour change.

b. General Overview of services required/results.

The proposed project "Resilient Economies and Protection for Vulnerable and Excluded Groups" is an innovative approach that focuses on reducing the Economic vulnerability of women in the Covid-19 crisis situation by creating linkages to social protection schemes, improving household food security and income replacement opportunities. With

<sup>5</sup> [ianwge-minimum-requirements-checklist-for-integrating-gender-equality-in-covid-19-response-en.pdf](#)

women and girls as the main targeted beneficiaries, the project activities will benefit refugee families and host communities at large.

The project will ensure that the assistance is targeted to the women HBWs and the women farmers considering gender equality and social/disability inclusion in leaving no one behind (LNOB). UN Women will provide funding for innovative and catalytic initiatives focusing on the above-mentioned community level initiatives in three districts of Khyber Pakhtunkhwa namely Peshawar, Swabi and Kurram.

## 2. Description of required services/results.

The project proposes the following output/activities:

### OUTCOME 1:

Outcome: Vulnerable women and HBWs, especially those affected by the COVID19 pandemic, have stronger economic resilience and food security.

**OUTPUT 1.** Vulnerable women and HBWs have improved access to social safety nets.

#### Activities:

1.1. 5,000 vulnerable women and members of excluded groups linked with available social services and operational social safety nets through text messaging and direct contact in the field.

**OUTPUT 2.** Women farmers, HBWs and entrepreneurs have the skills and resources for increased economic participation.

#### Activities:

- 2.1. 200 women owned micro/small enterprises supported through economic recovery solutions to mitigate the negative impact of the outbreak and improve household food security.
- 2.2. Capacity built of 150 women home-based workers and rural women on entrepreneurial and business development skills that can support them to generate sufficient income during future economic shocks, such as COVID-19.
- 2.3. Capacity built of 80 women owned small/ medium businesses and linked with existing programmes and private sector companies to become part of their supply chain.
- 2.4. Media campaign launched focusing on sensitizing men towards increased responsibilities of women during lockdowns and encouraging them to share the caregiving and domestic responsibilities.

**OUTPUT 3.** Women, including those with disabilities, are aware of health and nutritional issues.

#### Activities:

- 3.1. At least 3 million women reached through digital messaging to help them deal with the COVID-19 and improve maternal and child nutrition and a healthy diet.
- 3.2. Inclusive hygiene kits distributed amongst 350 women with disabilities including Menstrual Hygiene Management (MHM) kits.

**Note: The proponents need to provide sub-activities/strategies to better implement the proposed interventions.**

## 3. Timeframe:

The project duration is 07 months:

Start Date: - 20<sup>th</sup> August 2021.

End Date: - 19<sup>th</sup> March 2022.

## 4. Competencies:

- At least 10 years of experience in designing and implementation of proposed activities in KP.
- Reputed national registered organization with representative office in Pakistan and having outreach in areas of intervention. Preference will be given to organizations based in Khyber Pakhtunkhwa.
- Proven track record of working with Home Based Workers and/or women farmers, around capacity building and economic recovery.
- Proven Technical Knowledge and evidence of the support to gender mainstreaming.
- The proposed staff need to have effective communication and writing skills in English.
- Work experience with UN agencies or other international development agencies is an advantage.
- Ability to communicate in local language. The staff should be well conversant with socio-political situation, understand the culture and local language.
- Working experience in development related field, and ability to arrange work NOCs with the different government departments including the PDMA.
- A verifiable reputation of integrity and competence

**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-AP-PAK-CFP-2021-002**

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years <sup>6</sup>	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6. Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women 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) <sup>7</sup> .	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

<sup>6</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>7</sup> [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

## Section 2

### CFP No. UNW-AP-PAK-CFP-2021-002

#### a. Instructions to proponents (Responsible Parties)

##### 1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 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.
- 1.6 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, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at [fareeha.ummar@unwomen.org](mailto:fareeha.ummar@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

##### 2. Cost of proposal

- 2.1 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.

##### 3. 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.

##### 4. 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 only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN 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.

## **5. Clarification of CFP documents**

5.1. A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN 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 UNWOMEN 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.

## **6. Amendments to CFP documents**

6.1. At any time prior to the deadline for submission of proposals, UNWOMEN 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, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

## **7. Language of proposal**

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

7.2 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.

## **8. 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 envelope with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. The envelope should contain two sealed envelopes, one with technical proposal and supporting documents, and the other with financial proposal. If the envelopes are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The envelope should indicate the name and address of the proponent.

**All proposals should be sent only by courier on below mentioned address:**

**Fareeha Ummar  
Portfolio Manager, WEE&SL  
Plot 5-11, Diplomatic Enclave 2, 4<sup>th</sup> Road, G-4, Islamabad**

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

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

## **9. Clarification of proposals**

9.1 To assist in the examination, evaluation and comparison of proposals, UNWOMEN 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. UNWOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNWOMEN Policy and Procedures.

## 10. Proposal currencies

10.1 All prices shall be quoted in **PKR**

10.2 UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN 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.

## 11. Evaluation of technical and financial proposal

### 11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

**11.1.1** Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN 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 ( <b>component 1</b> )	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 ( <b>components 2, 3 and 4</b> )	35 points
	<b>TOTAL</b>	70 points

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

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents' prices to that of the lowest evaluated cost.

Formula for computing points:

Points = (A/B) Financial Points

Example: Proponent A's price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B's price is \$20.00. Proponent B receives  $(\$10.00/\$20.00) \times 30$  points = 15 points

## 12. Preparation of proposal

12.1 You are expected to examine all terms and instructions included in the CFP documents.

Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.

12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.



12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.

12.5 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.

12.6 Proponent’s proposal shall include all of the following labelled annexes:

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

As a minimum, proponents shall complete and return the below listed documents (Annexes 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	<b>Annex B-1</b> Mandatory requirements/pre-qualification criteria
Part of proposal	<b>Annex B-2</b> Template for proposal submission
Part of proposal	<b>Annex B-3</b> Format of resume for proposed staff
Part of proposal	<b>Annex B-4</b> Capacity Assessment minimum Documents

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.

**13. 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.

**14. Award**

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN 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 UNWOMEN 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 **[07 months]** with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

## Annex B-2 Template for proposal submission

### Call for proposal

### Description of Services:

CFP No. UNW-AP-PAK-CFP-2021-002

#### 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.

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

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

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

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

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

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

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

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

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

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

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

**Component 4: Implementation Plan** (max 1.5 pages)

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

**Implementation Plan**

Project No:		Project Name:	
Name of Proponent Organization:			
Brief description of Project			
		Project Start and End Dates:	
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result			
List the activities necessary to produce the results Indicate who is responsible for each activity		Duration of Activity in Months (or Quarters)	

Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
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

**Component 5: Risks to Successful Implementation** (1 page)

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

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

**Component 6: 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.

<b>Result 1 (e.g. Output)</b> Repeat this table for each result.				
<b>Expenditure Category</b>	<b>Year 1, [Local currency]</b>	<b>Total, [local currency]</b>	<b>US\$</b>	<b>% Total</b>
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts		..		
5. Other costs <sup>8</sup>				
6. Incidentals				
7. Other support requested		..		
8. Support Cost (not to exceed 7% or the relevant donor %)				
<b>Total Cost for Result 1</b>				

<sup>8</sup> “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

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-AP-PAK-CFP-2021-002**

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-AP-PAK-CFP-2021-002

#### 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 <a href="#">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

#### 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	