

**Call for Proposal (CFP)**  
for NGO's, Academic Institutions and Registered Community Based Organizations

**CFP No. CFP/PAK/004/2019**

**Section 1 – CFP letter**

UNWOMEN plans to engage an (Implementing Partner/Responsible Party) as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than 17:00 hours on 16 September 2019.

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

- CFP section 1: CFP letter (this document)
- CFP section 2: Proposal data sheet
- CFP section 3: Instructions to proponents
- CFP section 4: UNWOMEN Terms of Reference

CFP forms to be returned (mandatory):

- AnnexB2-1 Proposal/no proposal confirmation form
- AnnexB2-2 Mandatory requirements/pre-qualification criteria
- AnnexB2-3 Template for proposal submission
- AnnexB2-4 Format of resume for proposed staff
- AnnexB2-5 Capacity Assessment Document Checklist

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

## Call for Proposal (CFP)

CFP No. CFP/PAK/004/2019

### Section 2: Proposal data sheet

Program/Project:

**“Economic Empowerment of Women Home Based Workers and Excluded Groups in Pakistan”**

Assessment of employment, working and living conditions of Women Home Based Workers

Location: Gujranwala Division

Program official's name: Jamaluddin Khan

Email: [Jamaluddin.khan@unwomen.org](mailto:Jamaluddin.khan@unwomen.org)

Issue date: 03 Sep 2019

Requests for clarifications due

Date: 09 September 2019 (via-email)

Time: 17:00hrs

UNWOMEN clarifications to proponents due [if applicable]

Date: 11 Sep 2019

Time: 17:00hrs

Proposal due

Date: 16 September 2019

Time: 17:00hrs

Planned award date: 01 October 2019 (Tentative)

Planned contract start date / delivery date (on or before): 10 October 2019

## Call for Proposal (CFP)

CFP No. CFP/PAK/004/2019

### Section 3: Instructions to proponents

#### 1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner/Responsible Party).
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN 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.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, 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.
- 1.6. Effective with the release of this CFP, all communications must be directed only to Mr. Jamaluddin Khan by email at [jamaluddin.khan@unwomen.org](mailto:jamaluddin.khan@unwomen.org) . Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

#### 2. Cost of proposal

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

#### 3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. See section 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

#### **4. Clarification of CFP documents**

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 page 1. 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.

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.

#### **5. Amendments to CFP documents**

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.

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.

#### **6. Language of proposal**

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. 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.

#### **7. Submission of proposal**

- 7.1. Technical and financial proposals should be submitted simultaneously but in one sealed envelope with the CFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, 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 and the description of the proposal.

Hard copies of the proposals should be addressed to the following person and address:

Mr. Shahzeb Baig  
Project Assistant  
Plot 5-11, Diplomatic Enclave No.2  
Quaid-e-Azam University Road, Sector G-4  
Islamabad

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7.2. 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 will be rejected.

When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNWOMEN inbox. UNWOMEN 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 UNWOMEN in the dedicated inbox on or before the prescribed CFP deadline.

7.3 The "Certificate of Proponent's Eligibility and Authority to Sign Proposal" contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent's proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

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

## **8. Clarification of proposals**

To assist in the examination, evaluation and comparison of proposals, 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.

## **9. Proposal currencies**

All prices shall be quoted in Pak Rupees

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.

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.

## 10. Mandatory/pre-qualification criteria

10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy 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.

10.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

## 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 a Committee for Partners' Assessment (CPA) 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.

Technical description and appropriateness/adequacy of approach / service	40 points
Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"><li>• proposed staffing (number and expertise) for the services to be delivered;</li><li>• 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</li><li>• relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors</li></ul>	15 points

Governance and management capacity: (See Capacity Assessment Checklist)	8 points
<ul style="list-style-type: none"> <li>• Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation</li> <li>• Overall governance/management structure of the proponent organization</li> </ul>	
Financial and administrative management capacity: (See Capacity Assessment Checklist)	7 points
<b>TOTAL</b>	<b>70 points</b>

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

11.2.1. 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/goods may be rejected unless permitted otherwise in the CFP document.

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

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

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

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

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

If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return this form indicating your reasons for non-participation.

**Pre-submission:**

Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal.

Stand-alone document	Proposal/no proposal confirmation form ( <b>Annex B2-1</b> hereto)
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### 13 Format and signing of proposal

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.

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 initialed 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 4.5 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

### Section 4: UN Women Terms of Reference

#### 1. Introduction

##### a. Background/Context for required services/results

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) strives to promote gender equality and women's human rights, to strengthen implementation of gender sensitive policy and legislation, and to eliminate all forms of violence against women. 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 on gender equality 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.

UN Women Pakistan's Women's Economic Empowerment (WEE) Programme has been supporting the implementation of national commitments and international frameworks around economic opportunities for women since 2007, and in particular supporting the development of provincial homebased workers' policies and laws to improve the working conditions of the many rural and urban women in Pakistan undertaking informal homebased work.

UN Women's main objective in the WEE area is to empower women to fully participate in economic life across all sectors and at all levels of economic activity so that they have better

chances to earn higher incomes, have increased access and control over resources and have greater security and protection from violence. The WEE Programme interventions are aligned with UN Women's global strategic plan results and focus on economic empowerment of excluded women groups in the country.

Gender equality is not only a fundamental human right, but a necessary foundation for a peaceful, prosperous and sustainable world. Providing women and girls with equal access to education, health care, decent work, and representation in political and economic decision-making processes can fuel sustainable economies and benefit societies and humanity at large.

### **Situational analysis - Pakistan**

Pakistan is the sixth most populous country in the world having population of 207.8 million. Punjab is inhabited by approximately 110 Million people of which are 50.8 % males, 49.1 % females and 0.006% transgenders. It is the most populated province.

Article 25 of the 1973 Constitution of Pakistan guarantees equal rights to all citizens without discrimination between men and women, but the ground realities act otherwise. The patriarchal social fabric, feudalistic cultural practices, masculinity-based attitudes and behaviors and self-suited interpretation of the religious dogmas turn up to be major causes squeezing the options and spaces for empowerment of women in a big way. They are generally allowed to have very minimal role in even that sort of decision making that directly affects their personal lives.

According to an assessment study made for ILO-GE4DE, the female participation in labor force market in Pakistan is reported to be 24.6% which is far less than that of men's labor force participation rate of 82.9%. Pakistani women and young girls particularly living in the rural and semi urban areas have lower literacy levels than their male counterparts, restricted mobility and lack of access to training and employment and other productive resources, together with preventive factors which include: cultural and religious beliefs about the role of women in society, lack of effective institutional structures to promote and enable gender equality; evolving institutional capacity for recognizing and promoting gender equality and providing more and decent employment for women; limited and sometimes ineffective implementation of labor laws; lack of adequate and appropriate legislation to empower women in the rural and informal sectors; and the need for more and better jobs for women in the urban and rural sectors. These factors obstruct gender equality in society and limit access to decent employment for Pakistani women.

Consequently, despite commitments to pursue the international legal obligations and its own constitutional requirements, Pakistan stands at 148th on Gender Inequality Index out of 148 countries.

## **Local Context:**

### **1. Labor Market**

Gujranwala Division, the second largest administrative division (Approx. population of 16 million and the host of the industrial triangle in Punjab (Pakistan), has been the most significant hub of industrial units producing goods for domestic markets and for export to the trans-regional markets across the globe.

These industrial units through informal employment relationships engage the services of thousands of women home based workers who substantially contribute to the growth and development of the industry that on its turn massively contributes to the national exchequer and keeps the cycle of the national economy rotating.

### **2. Condition of Women Home Based Workers**

Unfortunately, the women home based workers have very scarcely been facilitated and enabled to avail those very rights, privileges and entitlements as the law of the land promises to the workers in the formal sector of economy. While undertaking the income generating activities as home-based work (Mostly piece-rate work), they also must take care of their domestic duties, agricultural work and /or livestock care. A research study by International Labor Rights Forum (ILRF) indicates that the temporary status and nature of these women homebased workers badly exposes them to precarious labor, low wages, poor working conditions and gender-based discriminations and harassment.

Due to the in-formalization of labor, women home based workers are temporarily engaged, unregistered, unprotected, isolated, and not organized. They are not paid the legal minimum wage, women and live in unhygienic conditions. Their right to organize and their access to social benefits are limited because of their informal employment status. Additionally, the intricate structure of the supply chain makes it very difficult to monitor for labor rights issues.

### **3. Initiative to develop entrepreneurship in Women**

UN WOMEN in collaboration with a partner organization made an intervention titled “Women’s Entrepreneurship and Gender-Responsive Procurement” from April 2018 to June 2019 in Sialkot district. Successful implementation of the scheme turned up to be a replicable and up scalable model of socioeconomic empowerment of women home based workers.

The intervention has succeeded in equipping fifty-two (52) women home based workers with (a) appropriate knowledge for setting up and profitably running women led enterprises, (b) imparting training on locally marketable and demand-driven skills relevant to the needs of the industry and (c) making them conversant with the approaches and techniques for maximizing their productivity and profitability. It enabled them to make a reasonable living of Rs.14000-18000 per through their micro/small level enterprises which is considerably more income than their previous level of earning i.e. Rs.2000-3000/month.

Women Resource Center of Sialkot Chamber of commerce and Industry specially introduced its "Outreach Programme" and took all the 52 women entrepreneurs on board as its members and imparted training to a batch of sixteen (16) educated women entrepreneurs on E-Marketing and on-line business. These women have developed their E-Marketing portals and are securing on-line business. Each of them on individual basis has developed confidence to negotiate business transactions with the market players.

They are happy as they are now anticipating good deal of improvement in their living standards. They foresee possibilities of providing nutritious diet, quality healthcare to their children and better level of living amenities for their family members.

The level of successes achieved by the women entrepreneurs is now attracting many more to be following their foot prints by joining similar Programme.

### **Justification**

It is imperatively necessary that tangible interventions be made for development of presentable, replicable and up scalable model of pulling out the women home based workers out of the state of "vulnerability to abject poverty", "socioeconomic dependence" and exploitative working conditions in all the six districts (Sialkot, Narowal, Gujranwala, Gujrat, Hafizabad and Mandi Baha Uddin) of Gujranwala Division by enabling them: (a) to have gender responsive access to the spaces and options for employability in the formal sector of local economy; and (b) to set up and profitably run women-led micro/small scale enterprises. However, factually, as of now there is no objectively collected data available to provide and an assessment of the:

1. Prevalent employment, working, living, economic and social conditions of the of women home based workers.

2. Nature and intensity of the gender-based discriminations, harassment and/or violence to which the women home based workers are subjected/exposed to in general.
3. What sort of sustainable livelihood alternatives the women home based workers think are the best suited for them?
4. What income generating alternatives relevant to the needs of the local market are available in the local formal and informal sectors for the women home based workers?
5. What sort of capacities and resources would be required to be built for availing those options; and what training or infrastructure improvements is required to support these alternate income-generating opportunities?
6. What sort of knowledge is required by women workers for the purposes of (a) career development; (b) development of leadership skills; (c) financial management at the domestic and enterprise levels; (d) collective bargaining skills; (e) making collective organized efforts for protection and promotion of their basic rights as workers; and (f) protect them from every sort of discrimination, harassment and violence at the levels of their homes, in the outdoor life and at workplace?
7. Who are the different stakeholders (in the region) that need to be engaged with and have a role in empowering women economically?

b. General Overview of services required/results

1. Provide vital necessary information and guidance required for broadening of the skill-base of the women home based workers
2. Lead to increase the options and spaces for optimum application of the marketability potentials of women home based workers proposed to be equipped with diversity in income generating skills.
3. Provide basis against which the nature, content and quality of change in the socio-economic conditions of the targeted right holders would be measured after completion of activities made during future interventions in Gujranwala division.
4. Provide recommendations for women home based workers to save them from gender-based discrimination, harassment and violence within their household, outdoor activity and work environment;

**Development of an analytical report based on the database of HBWs across the six districts, including:**

- A situational analysis of critical factors which create gender disparity, vulnerability, social exclusion and vicious cycle of poverty among women home based workers.

- To analyze the social, economic and legal constraints which are adversely affecting women home-based workers towards women economic empowerment, social development and decent work opportunities
- Identify skill diversification opportunities/sectors which can engage women HBWs
- To evaluate the possible earning differentials of women home based workers.
- Analysis of work environment (health and occupational safety measures).
- Draw and present recommendations based on the analysis to help policy makers draw policy recommendations for provincial home-based workers' policies.

## 2. Description of required services/results

This will be an exploratory study with focus on analysis of primary data to be collected from each district as per the following distribution. A detailed survey questionnaire will be developed containing questions related to socio-economic and living conditions of the home-based workers, nature and intensity of gender-based discrimination, the alternate income generating options in local formal and informal sector and the requirements of HBWs for their capacity enhancement. The data results based on primary data analysis will be presented for each district separately to suggest alternate employment solutions for HBWs in accordance with local realities.

S-No	Respondents	Sample Size	
		Per district	Total
1	Women Home Based Workers	60	360
2	Decision /Opinion Makers (Family elders) at household level	10	60
3	Community Influentials	10	60
4	Industrial Units	5	30
5	Business entities (SMEs)	5	30
6	Middle Persons	7	42
7	Training Institutes	3	18
Total		100	600

In this context, UN Women is seeking the services of an NGO who has expertise and experience in the area of pacing up the process of socioeconomic empowerment of women home based workers.

**Assignment:** Conduct an assessment of the employment, working and living conditions of the women home based workers living in 6 districts (Sialkot, Narowal, Gujranwala, Gujrat, Hafizabad and Mandi Baha Uddin) of Gujranwala Division, Punjab. Following points will be taken into consideration while making the baseline assessment.

- Ground realities in social, cultural, political, religious and economic disciplines in Six Districts based rural, semi urban and urban habitat.
- Traditional trends of women home based workers for participation in the economic activities associated with the formal/informal industrial sector.
- Options/potential/trends of the income generation skills for the jobless women home based workers.
- Level of acceptance of the family members and general communities in agreeing to initiatives for socioeconomic of women.
- Culture and practices of gender responsiveness in the local Industrial sector
- Workforce absorption capacity in formal and informal sector, its level of readiness to accept women workers by offering decent wages in harassment free employment and working environment
- Training facilities having capacity to impart training to women on the skills compatible with the needs of the local industry.

Tasks and Responsibilities:

- a. Develop detailed work plan including methodology and timeline for achieving desired objectives and share with UN Women for feedback.
- b. Prepare an inception report, covering the background, objectives, methodological approach, work plan and deliverables (within two weeks of signing of the contract);
- c. Develop data collection tool for the assessment and seek its concurrence from UN Women.
- d. Do the pilot testing of the data collection tool, share the results with UN Women and seek approval for modifications/improvement.
- e. Criterion based selection of the hubs of women home based workers in each of the six districts of Gujranwala division.
- f. Training of the data collectors; keep strict surveillance to ensure the quality of responses gathered from the respondents.
- g. Data compilation, interpretation and preparing the draft report.
- h. Preparation of the first draft of the assessment report including background, objectives, methodology, activities conducted, results achieved, challenges and recommendations for next steps and its submission to UN Women to seek necessary advice.
- i. Submission of the final baseline report to UN Women

- j. Designing, Printing of the report and its dissemination among the relevant stakeholders in business, society and government.

#### **DELIVERABLES**

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**Expected final deliverables include:**

- A comprehensive assessment report of the work realized to complete assignment, including context, methodology, activities, results, challenges and recommendations for next steps.

The NGO will submit the deliverable in hard and soft copies to UN Women, in print ready version (with designing, editing and formatting professionally completed).

**Expected non-final deliverables include:**

- An agreed work plan and inception report within two weeks of signing of contract that includes a proposed schedule of tasks, activities and deliverables, research tools to be developed.

3. Timeframe: The duration of project is 4 months starting from the date of signing of agreement (01 Oct 2019 – 28 Feb 2020 Tentatively)

4. Competencies:

The organization applying must fulfill the following criteria:

- At least 10 years' experience of working for increasing economic, social and political inclusion of women, girls and other vulnerable social segments into the mainstream developmental process
- Proven track record working with the most vulnerable population of the women for securing, protecting and promoting their basic human rights and raising their voices to be considered during policy/decision making processes at all levels.
- Operational outreach in all the six (6) districts of Gujranwala Division.
- Proven technical knowledge and evidence of technical support for gender mainstreaming and/or gender-responsive budgeting in public policies.
- Good understanding of Pakistan's socio-political atmosphere and budgetary technicalities.
- The proposed staff need to have effective communication and writing skills in English
- A verifiable reputation of integrity and competence. Please provide 3 references.
- Work experience with UN agencies or other international development agencies is an advantage.



**Annex B2-1**

Call for proposal

Description:

CFP No.

Proposal/no proposal confirmation form

If after assessing this opportunity, you have made the determination not to submit your proposal we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNWOMEN

Email:

From: \_\_\_\_\_

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

Subject \_\_\_\_\_

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

- The requested products are not within our range of services
- We are unable to submit a competitive proposal for the requested services at the moment
- We cannot meet the requested terms of reference ( )  
Your CFP is too complicated
- Insufficient time is allowed to prepare a proposal ( )  
We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- Other (please provide reasons) \_\_\_\_\_  
\_\_\_\_\_ ( )  
We would like to receive future CFPs for this type of services
- We don't want to receive CFPs for this type of services

If UNWOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms. \_\_\_\_\_, phone/email \_\_\_\_\_, who will be able to assist.

## Annex B2-2

Call for proposal

Description of Services:

CFP No.

### Mandatory requirements/pre-qualification criteria

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

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. 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	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 placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

## Annex B2-3

Call for proposal

Description of Services:

CFP No.

Template for proposal submission

### Mandatory requirements/pre-qualification criteria

Proponents are requested to complete form Annex B2-1 and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B2. 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 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 based on 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 only costs which directly relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts (Sub Contracts if applicable)				
5. Other Programme costs <sup>1</sup> (Elaborate if applicable)				
6. Administrative Costs (provide breakdown where applicable)				
7. Technical Support/Consultants (if applicable)				
<b>Total Cost for Result 1</b>				

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<sup>1</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: \_\_\_\_\_

**Annex B2-4**

Call for proposal  
Description of Services:  
CFP No.

Format of resume for proposed staff

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

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

Years with NGO: \_\_\_\_\_ Nationality: \_\_\_\_\_

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.



**Annex B2-5**

Call for proposal  
Description of Services:  
CFP No.

**Capacity Assessment Document Checklist**  
For Potential Implementing Partners/Responsible Parties

**Governance, Management and Technical**

Document	Mandatory / Optional	Yes / No
Legal registration	Mandatory	
Rules of Governance / Statues of the organization	Mandatory	
Organigram of the organization	Mandatory	
List of Key management	Mandatory	
CVs of Key Staff proposed for the engagement with UN Women	Mandatory	
Anti-Fraud Policy Framework	Mandatory	

**Administration and Finance**

Document	Mandatory / Optional	Yes / No
Administrative and Financial Rules of the organization	Mandatory	
Internal Control Framework	Mandatory	
Audited Statements of last 3 years	Mandatory	
List of Banks		
Name of External Auditors		

**Procurement**

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

**Client Relationship**

Document	Mandatory / Optional	Yes / No
List of main clients / donors	Mandatory	
Two references	Mandatory	
Past reports to clients / donors for last 3 years		

