

## Call for Proposal (CFP)

CFP No. CFP/PAK/004/2018

### Section 1 – CFP letter

UNWOMEN plans to engage an (Implementing Partner/Responsible Party) as defined in accordance with these documents. UNWOMEN now invites **separate sealed proposals for each of the provinces (KP and Sindh)** from qualified proponents (Only Civil Society Organizations and Non-Governmental Organizations) 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 15:00 hours on 10th May **2018**.

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):

Annex B1-1	Proposal/no proposal confirmation form
Annex B1-2	Mandatory requirements/pre-qualification criteria
Annex B1-3	Technical proposal submission form
Annex B1-4	Financial proposal submission form
Annex B1-5	Resumes of proposed team members
Annex B1-6	Capacity Assessment Checklist

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

## Call for Proposal (CFP)

CFP No. CFP/PAK/004/2018

### Section 2: Proposal data sheet

Program/Project:

Moving from Charity model to Rights based work – Delivering as ONE for Empowerment of Women with Disabilities

Program official's name: Fareeha Ummar

Email: fareeha.ummar@unwomen.org

Issue date: 26th April 2018

Requests for clarifications due

Date: 30<sup>th</sup> April 2018

Time: 17:00 hours

UNWOMEN clarifications to proponents due [if applicable]

Date: 4<sup>th</sup> May 2018

Time: 12:00 hours

Proposal due

Date: 10 May 2018

Time: 15:00 hours

Planned award date: 23rd May 2018 (tentative)

Planned contract start date / delivery date (on or before): 1st June 2018

# Call for Proposal (CFP)

CFP No. CFP/PAK/004/2018

## Section 3: Instructions to proponents

### 1. Introduction

- 1.1. UNWOMEN invites qualified non-governmental 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 UN WOMEN Fareeha Ummer , Programme Specialist by email at fareeha.ummar@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 1-2. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

#### **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 in one envelope with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the envelope is 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.

All proposals should in printed form be sent to the following address:

Fareeha Ummar  
Programme Specialist  
Plot # 5-11  
Diplomatic Enclave # 2  
Quaid-e-Azam university Road  
Sector G-4  
Islamabad-44000  
Pakistan

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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 may be rejected.
- 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) <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>	8 points
	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 of the following labelled annexes:

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

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

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

Part of proposal	Mandatory Requirements/pre-qualification criteria ( <b>Annex B1-2</b> hereto)
Part of proposal	Technical Proposal Submission Form ( <b>Annex B1-3</b> hereto)
Part of proposal	Financial Proposal Submission Form ( <b>Annex B1-4</b> hereto)
Part of proposal	<b>Annex B1-5:</b> Resumes of proposed team members with prescribed information

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 B1-1</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 one year with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

## Section 4: UN Women Terms of Reference

### 1. Introduction

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

In Pakistan, estimates of the number of persons living with disabilities vary between 3.3m and 27m<sup>1</sup>, of which almost 70% of women with disabilities live in rural areas. Convention on the Rights of Persons with Disabilities (CRPD) was adopted in 2008 and ratified in 2011 by Pakistan, stressing the importance for their equal participation in society, and removing barriers to their inclusion.

Globally, and in Pakistan, policy approaches to disability have largely been focused on rehabilitation, welfare and charity. The UNPRPD (United Nations Partnership on the Rights of Persons with Disabilities) *Moving from Charity model to Rights based work – Delivering as ONE for Empowerment of Women with Disabilities Project* aims to interlink three distinct influencers, namely, the civil society and Disabled Persons Organizations (DPO) movement with the UN system that in turn link with government enablers.

The project intervention will necessitate working with the Ministry of Human Rights and other national and provincial departments on reporting and tightening legislation through the refinement of Disabled Persons Act. This will be done at relevant national and provincial forums, while garnering the support from women parliamentarians as well as through media campaigns to strengthen national discourse around rights or women with disabilities.

The project will also support policy formulation across the project districts for targeted action improving accessibility of workplaces and capacity building of employees and employers to ensure working environment is inclusive. Through various trainings, technical support, partnerships between recruitment services and employers, educational and vocational trainings and partnerships between DPOs, women with disabilities will gain the right to employment.

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<sup>1</sup> The Economist; Intelligence Unit, *Moving from the Margins*; August 2014

### **Justification:**

Pakistan made early attempts at including persons with disabilities in the 1980s with the introduction of education and employment policies. Though celebrated in the early years, they proved to be ineffective in mainstreaming rights for disabilities in systems and society. Persons with disabilities still have difficulty exercising their civil and political rights, attending quality schools and finding gainful employment.

Universally, and in Pakistan, policy approaches to disability have largely been focused on rehabilitation, welfare and charity. Pakistan ratified the treaty in 2011, which requires governments to collect statistical and research data to identify and address barriers faced by people with disability under the Convention (CRPD, Article 31), but work around disability in Pakistan is fragmented with social exclusion of PWDs within the development discourse is evident.

The project will aim to capitalize on linkages and influence ministries at federal and provincial levels to secure compliance and defend the rights of women with disabilities, build capacity, monitor and report milestones in meeting global commitments on WWDs. In addition, the work will strengthen volunteerism among civil society and through levers of thematic priorities of enabling legislation and policy frameworks, empowering cultural norms, capable and inclusive institutions, access to services and assistive technology supported by evidence.

### **b. General Overview of services required/results**

The approach of the project and its impact strategy relies on the substantive participation of Disability Persons Organizations (DPO), their engagement as leaders and advocates for change, their capacity strengthening and through them capacity development and mentoring of government, media, private sector, service providers, and law enforcement bodies. The main overview of services is:

1. Advocacy for integrating Women's Welfare Department (WWD) concerns across the new United Nations Sustainable Development Framework (UNSDF)<sup>2</sup> for Pakistan and its interface with national and provincial government counterparts to report consistent progress towards the rights and inclusion of persons with disabilities.
2. Capacity enhancement with mapping of capacities of DPOs, as capacity to support the above work will be the bedrock of the project. Capacities of government and line departments engaged in meeting Convention on Rights of Person with Disability (CRPD) guidance will be mapped and built across two target provinces and their target district.
3. Working through existing national and provincial guidelines on dignified employment and placement of men and women with disabilities at work opportunities. UN Women and ILO will ensure employment placements providing women with disabilities with employable skills and protocols established for linkages to micro-finance opportunities. Best practices observed across both target provinces will be replicated.
4. Advocacy with the Ministry of Human Rights (MoHR) to ensure reports to the global CRPD committee on advance made for WWD in Pakistan.

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<sup>2</sup> The Government of Pakistan and the United Nations in Pakistan signed the UN Sustainable Development Framework (UNSDF), also known as the One Programme III (OP III) 2018-2022

## 2. Description of required services/results

The current Call for Proposal focuses on the following outcome and outputs for **each province separately**.

### **Outcome1 Enhanced capacity of the relevant government entities to monitor and report on the rights of persons with disabilities.**

1.1 Provide technical support for the mapping of government departments capacity on CRPD implementation in targeted districts of 2 provinces.

1.2 Provide training for stakeholders at provincial levels on how to monitor and report against commitments on SDG, CEDAW and CRPD

1.3 Arrange local meetings in 2 Provinces with Dep of Human Rights, Provincial Commission on the Status of Women, Labour Departments and Social Welfare Department

### **Outcome 2 Enhanced capacities of stakeholders to increase employment for women with disabilities**

2.1 Develop partnership between recruitment services and employers for women with disabilities

2.1 Create DPO employment data base and linkages with job portals

2.1.1 Ensure disability aides are distributed to trainee and employees for different job placements (wheel chairs, hearing aides and white canes)

2.2 Train Technical Education and Vocational institutions in target districts on the rights of persons with disabilities and accessibility.

2.2.1 TEVTA courses for employment of WDD

2.2.2 develop and deliver DPO training on life skills

2.3 Ensure Women with disabilities receive training on skill building in 2 pilot provinces.

2.4 Established a protocol to ensure that women with disabilities have access to micro finance and entrepreneurship opportunities in target districts

### **Outcome 3 Enhanced capacity of persons with disabilities, in particular women, to advocate for their rights**

3.1 Persons with disabilities are hired through UNV program and are providing technical support.

3.1 Develop and train DPOs in provinces to contribute to evidence collection and reporting for UNHRTF and interact with provincial UNSDF committees

3.2 Organize and develop mapping of DPOs in target provinces to identify capacity and their strengths.

3.2.1 Generate a Baseline for DPO Capacity and Government Capacity

3.3 Connected and engaged with Women with disabilities from two provinces with women parliamentarians to advocate for their rights.

3.3.1 Develop training for Police at provincial level on protection of women with disabilities from GBV and VAW

3.4 Create and develop partnership between DPOs and volunteering bodies at provincial level to advocate for rights of women with disabilities.

### **Outcome 4 Enhanced capacity of institutions to respond to GBV of women with disabilities**

4.1. Link Disability Friendly Mobile App to existing UNW GBV helpline to report cases against women in one pilot district

4.1.1 Support the maintenance of Webpage webpage/link and social media accounts and hosting and maintenance by DPOs and documentary on WWDs issues
4.2 Develop training for Staff of Police and Rescue Service providers in two districts on protection of women with disabilities from GBV

In addition, focus will be ensured to encourage coordination and learning and sharing of good practices. UN Women will also leverage its partnership with the non-traditional actors such as the private/corporate sector, alliances (Ending Violence Against Women/Girls, MenEngage), religious leaders, vocational institutions, and academia in order to change mind-sets and enhancing results of the Program. Whereas, UN Women in Pakistan ensures effective programme management in collaboration with government, CSOs and academia through its physical presence in two target provinces (Sindh and Khyber Pakhtunkhwa) to address issues of women's empowerment and gender equality at the provincial and district level.

### **3. Timeframe:**

The project duration is 18 months starting from the date of signing of the agreement i.e. from June 2018 – November 2019 (Tentative)

### **4. Competencies:**

- At least 4-6 years of proven track of experience in developing and implementing projects on Disabilities, especially women.
- Reputed national registered organization with representative office in Pakistan and having outreach in areas of intervention.
- Work experience with UN agencies or other international development agencies is an advantage.
- Ability to communicate in local language.
- A verifiable reputation of integrity and competence (technical staff around mentioned subject matter).

### **5. Reporting Obligations:**

- Quarterly financial face forms and quarterly/six monthly narrative progress reports to be submitted to UN Women.
  - Annual/final narrative and annual financial report to be submitted to UN Women.
  - A detailed and comprehensive narrative report of result achieved and associated activities (as part of the report including anecdotes that capture the process, partnerships, early bits of lessons learnt, photographs, press coverage, human interest stories, lists of participants in the activities carried for the project, etc.) in hard and soft copy will be submitted at the end of the grant period for feedback and subsequently final report will be submitted after incorporation of comments/feedback.
  - An audited financial statement for the actual expenditure in the form of income and expenditure/receipt & payment/balance sheet certified by the external auditor with relevant vouchers and updated statement in the UN Women format, will be submitted.
  - The knowledge products, baseline and end line studies (including the questionnaire) and reports need UN Women's approval before finalization.
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## Annex B1-1

### 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/supply
- 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 B1-2

### 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.

a. Mandatory requirements/pre-qualification criteria	b. 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 B1-3

Call for proposal  
Description of Services  
CFP No.

### Technical proposal submission form

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent's Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an envelope with subject line as follows:

**CFP No ( \_\_\_\_\_ ) - (Name of Proponent) - Technical proposal**

- c. The Technical Proposal is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent's Technical Proposal and fully responds to the request for proposal No ( \_\_\_\_\_ )

Proponent's Eligibility Confirmation and Information	Proponent's Response
1. What year was your organization established?	
2. In what province/state/country is your organization established?	
3. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes _____; No _____
4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes _____; No _____
5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - <a href="https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list">https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list</a> or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)	

Proponent's Eligibility Confirmation and Information	Proponent's Response
<p>6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.</p>	<p>Confirm Yes _____; No _____</p>
<p>7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.</p>	<p>Confirm Yes _____; No _____</p>
<p>8. Confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNWOMEN.</p>	<p>Confirm Yes _____; No _____</p>
<p>9. Confirm that the proponent and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.</p>	<p>Confirm Yes _____; No _____</p>
<p>10. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors.</p>	<p>Confirm Yes _____; No _____</p>

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.

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

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

Name:	
Title:	
Address:	
Telephone Number	
Fax Number:	
Email Address:	

## Technical proposal submission form

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

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. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and capacity (technical; governance and management; and financial and administrative).

Section	Points	Criteria	Proponent's Response
1	40	Technical description and appropriateness/adequacy of approach / service	
2	15	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 relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors</li> </ul>	
3	8	Governance and management capacity: (See Capacity Assessment Checklist) <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>	
4	7	Financial and administrative management capacity: (See Capacity Assessment Checklist)	
		Provide a minimum of two relevant references of similar successful project	
	70	TOTAL	

## Annex B1-4

Call for proposal  
Description of Services  
CFP No.

### Financial proposal submission form

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in PKR

**The entire Price Proposal must be placed in the same envelope** When submitting the technical proposal, the subject line should read:

**CFP No ( \_\_\_\_\_ ) – (Name of proponent) - Financial proposal**

- c. The completed Financial Proposal Submission Form constitutes Proponent's Financial Proposal and fully responds to Request for Proposal No \_\_\_\_\_. I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name of proponent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone No.)

\_\_\_\_\_  
(Email address)

## Annex B1-5

### Call for proposal

#### Description of Services:

CFP No. \_\_\_\_\_

#### Format of resume for proposed staff

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

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

Years with Firm: \_\_\_\_\_ 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 B1-6

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		

## ANNEX B2 – Technical Proposal Guidance TEMPLATE

### Mandatory requirements/pre-qualification criteria

Proponents are requested to complete form Annex B1-2 and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B1-2. See section 3 (clause 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 B1. 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:

- The **problem statement** or challenges to be addressed given the context described in the TOR.
- 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. If not provided in the TOR, the expected results should have corresponding indicators, baselines and targets. 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.



### **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 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.

<b>Expenditure Category</b>	<b>Year 1, [PKR]</b>	<b>Year 2, [PKR]</b>	<b>Total, [PKR]</b>	<b>% Total</b>
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts				
5. Other costs <sup>1</sup>				
6. Incidentals				
7. Other support requested				
8. Contingency (max. 5%)				
<b>Total Cost for Result 1</b>				

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