

## Call for Proposal (CFP)

CFP No. CFP/PAK/006/2018

### Section 1 – CFP letter

UN WOMEN plans to engage an (Implementing Partner/Responsible Party) as defined in accordance with these documents. UN WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN WOMEN Terms of Reference. Proposals must be received by UN WOMEN at the address specified not later than 17:00 hours on 25 June 2018.

This UN WOMEN Call for Proposals consists of four 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: UN WOMEN 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:  
[naveeda.nazir@unwomen.org](mailto:naveeda.nazir@unwomen.org)

## Call for Proposal (CFP)

**CFP No. CFP/PAK/002/2018**

### **Section 2: Proposal data sheet**

Program/Project: Prevention and protection of women from violence through access to justice, services and safe spaces

Program official's name: Naveeda Nazir

Email: [naveeda.nazir@unwomen.org](mailto:naveeda.nazir@unwomen.org)

Issue date: 07 June 2018

#### Requests for clarifications due

Date: 19 June 2018

Time: 17:00 hours

#### UN WOMEN clarifications to proponents due [if applicable]

Date: 22 June 2018

Time: 17:00 hours

#### Proposal due

Date: 25 June 2018

Time: 17:00 hours

Planned award date: 01 July 2018 (tentative)

Planned contract starts date / delivery date (on or before): 05 July 2018

# Call for Proposal (CFP)

CFP No. CFP/PAK/002/2018

## Section 3: Instructions to proponents

### 1. Introduction

- 1.1. UN WOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN 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. UN WOMEN 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 UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. 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, UN WOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this CFP, all communications must be directed only to UN WOMEN Naveeda Nazir, Programme Analyst by email at [Naveeda.nazir@unwomen.org](mailto:Naveeda.nazir@unwomen.org). Proponents must not communicate with any other personnel of UN WOMEN 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 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 B1-2. 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, UN WOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UN WOMEN may, at its discretion, extend the deadline for the submission of proposal.

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

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN WOMEN, shall be written in English. 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 in printed form should be sent to the following address:

Naveeda Nazir  
Programme Analyst  
Plot # 5-11  
Diplomatic Enclave # 2  
Quaid-e-Azam university Road  
Sector G-4

Islamabad-44000  
Pakistan

- 7.2. Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UN WOMEN receives their proposal by the due date and time. Proposals received by UN WOMEN after the due date and time may be rejected.
- 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 UN WOMEN 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, UN WOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UN WOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UN WOMEN Policy and Procedures.

## **9. Proposal currencies**

All prices shall be quoted in PAK RUPEES.

UN WOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UN WOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

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 UN WOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN WOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received.

Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

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 maximum possible 70 points may be determined. Technical evaluators who are members of a Committee for Partners’ Assessment (CPA) appointed by UN WOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

	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 PKR10.00. Proponent A receives 30 points. Proponent B's price is PKR20.00. Proponent B receives  $(PKR10.00/PKR20.00) \times 30$  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 UN WOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 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 UN WOMEN established requirements. Acceptance of such changes is at the sole discretion of UN WOMEN.
- 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.

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 (Annex B1-1 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’s 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. UN WOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UN WOMEN will promptly notify the unsuccessful proponents.

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

14.3 The award will be for an agreement with an original term of 17 months 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. Background:

United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) strives to promote gender equality and women's human rights, strengthen implementation of gender-sensitive policy and legislation and eliminate all forms of VAW. Attention is given to issues of excluded groups and their capacity to lobby so that these become part of mainstream decision making and planning. UN Women provides technical advisory and services on women's economic empowerment, ending violence against women and girls, women's leadership and participation, including in disaster risk reduction and management and gender integration in planning and budgeting. UN Women works towards ensuring an effective UN response by strengthening the effectiveness, coordination, and quality of outputs on gender equality amongst the various stakeholders.

Violence against Women (VAW) is one of the most pervasive violations of human rights in the world, one of the least prosecuted crimes, and one of the greatest threats to lasting peace and development. Violence directed towards women can, and does, take many forms and can have fatal consequences. It can be overt or subtle, verbal, psychological or physical, and can be directed towards any member of a community. VAW can take different forms, including sexual, physical, exploitative, economic, emotional or religious/ spiritual abuses. It may involve trafficking, forced marriages, rape as a weapon of terror or ethnic cleansing, or be experienced as harassment. The violence may take place in the home, at work, or in public institutions, and can occur across the lifespan of a woman. It cuts across all ages, cultures, social and faith groups.

The SDG-5 of the 2030 Agenda exclusively deals with achieving gender equality and empowering women and girls. Though it's the legacy of MDG-3, this SDG is targeted to eliminate all forms of harmful practices and violence against women and girls and appropriate targets are set.

Among the barrier to access to justice and preventing VAW, women face harassment and violence within public institutions that aim to protect and serve them. Moreover, judges and lawyers can share the patriarchal attitudes prevalent in wider society, raising concerns about their ability to effectively represent VAW victims and adjudicate on their cases. A further issue is lack of awareness on the part of many lawyers of new laws promulgated for women's rights, and lack of gender sensitivity. Other actors such as medico-legal officers lack the training and equipment to carry out essential tests in a timely manner.

With this background, UN Women intends to engage a firm to undertake training of Judiciary, prosecution and other relevant stakeholders on VAW. This will also include the establishment of one Women Protection Unit (WPU) in selected districts.

### 2. Objective of the assignment:

The overall aim is to improve the raise awareness and build capacity of lawyers, prison staff, magistrates that deal with cases from darul aman and the WCC, prosecution, judges, judicial academy and other stakeholders on tackling Violence against women (VAW). Training will be conducted with the aim of imparting the participants with knowledge and understanding of international practices on dealing with criminal cases. At the end of the training, the 1000 participants from the different agencies from the three provinces should be equipped to train others within their organizations as well as support the improved legal services to the vulnerable women in their respective departments. The training will enable to support the coordination mechanism across the justice sector to facilitate women / VAW.

Another objective of the assignment if to establish Women Protection Unit (WPU) in Karachi- at Madadgar office. WPUs will act as referral mechanism in addition to providing legal information to

survivors, linked with existing helplines run by Madadgar.

### **3. Scope of Work and key tasks**

The purpose of this consultancy is to raise the capacity of the judiciary, prosecution and other relevant stakeholders in dealing with criminal cases (domestic violence, sexual abuse, etc.). Appropriate training material will be developed and delivered under this consultancy that will contribute to the establishment of a comprehensive set of measures aimed at protecting the best interest of the women during court procedures.

The activity will be preceded by a detailed needs assessment conducted. The firm is also expected to develop a report for recommendations for the way forward for the development of legal services for survivors of gender-based violence.

Specific tasks include:

#### **i. Establishment Women Protection in Sindh (target district Karachi), linked with Women Development Department (WDD) Complaint Cells and Madadgar helpline**

- Conduct consultations and maintain regular contact with relevant stakeholders including provincial Women Development Departments (WDDs), Provincial Commissions on Status of Women (CSWs), law enforcement agencies, district government bodies, etc., to get them on board, and obtain their feedback and endorsement of the strategy and action plan for the establishment of WPU
- Undertake and share a detailed feasibility study for WPU to be established in target district (Karachi- at Madadgar office) specifying gaps and requirements (furniture, equipment, technical support, human resources, etc.) for review and approval by UN Women;
- Prepare and share a detailed strategy along with an action plan for the establishment and operationalization of WPU, based on the findings of the feasibility study;
- Implement the strategy and action plan to establish WPUs in target district
- 
- Prepare and share the report of the WPU launch events;
- Prepare a training module for WPU's technical staff in each district on:
  - o Case handling techniques focusing on case management cycle as a whole;
  - o Referral mechanisms;
  - o Providing legal information to survivors;
  - o Data compilation of incidents of VAW; including protection of data; and
  - o Media reporting highlighting the prevalence of VAW in this society
- Develop and share with UN Women for approval a training plan for WPU technical staff;
- Conduct trainings for strengthening the capacity of WPU technical staff;
- Develop and share the training report for the trainings conducted for the WPU
- Conduct awareness-raising sessions for stakeholders to make them aware of WPU's in target districts. Awareness-raising sessions should engage the general public to inform them of this service as well as service providers and actors so that they may understand their role and linkage to the WPU. For example, the police officials should be made aware of the services provided by the WPU as well as their role in responding to referrals forwarded by the WPU in their district, which would ensure effective protection and support for VAW survivors
- Communications material to be prepare for wide dissemination

#### **ii. Provide technical support and undertake data analysis of cases of violence and abuse reported through national helpline (Madadgar): This will include:**

- An analysis of type, number and status of cases report
- Develop summary and infographics of the analysis dissemination

**iii. Training on VAW and capacity building of prosecutors and judges to handle VAW cases (targeted district Rawalpindi, Khairpur, Karachi, Dadu and Quetta)**

- Undertake virtual survey and needs assessment for the participants to be trained/ sensitized. Also include any secondary data pertaining to TNAs already conducted or any other assessments done such as Gender analysis of the Justice Sector in Balochistan.
- Based on the above, develop training content and material
- Compile best practices and case studies to be used for the training sessions
- Design interactive for workshops and training session using Essential Services Package for Women and Girls Subject to Violence Core Elements and Quality Guidelines specifically module on “Justice and policing” and all accompanying background material for the delivery of training workshops on capacity building of service providers on effective legal services in prevention of and response to violence against women.
- The workshop shall include components on the types of legal support services and inter-sectoral collaboration and coordination of various sectors in providing response and ensuring effective prevention coordination, provision of support to victims, mediation and communication skills.
- The training workshop shall also include detrimental effects of gender based violence on women, short and long term consequences (educational achievements, productivity, mental and psychological health) and gender sensitivity.
- Submit and implement training plan for selected service providers for different stakeholders. At the sessions, participation will be from different sector representatives providing legal advisory services (legal, social protection, police, education and health).
- Develop a detailed evaluation of the modules/workshop by the participants so that the workshop/training materials can be improved according to the participant feedback.
- As part of the workshops, deliver the training guidelines in addition to content and tools.
- The firm to work in close coordination with the local WDDs, justice sector departments Technical Working Groups etc.
- Develop overall report for the trainings conducted. The report should include main opportunities, challenges, remaining needs and suggested way forward for the development of legal service provision for survivors of GBV/ VAW.
- The report should also include recommendations for further addressing of violence against women by-service providers and state bodies.

<b>Deliverable</b>		<b>Due by (Indicative)</b>	<b>Payment schedule</b>
<b>Deliverable no. 1:</b> Inception report	Inception report with detailed work plan, methodology and timelines	10 July 2018	20%
<b>Deliverable no. 2:</b> Establishment Women Protection in Sindh (Karachi), linked with Women Development Department (WDD) Complaint Cells and Madadgar helpline	Complete feasibility study for WPU to be established specifying gaps and requirements along with strategy and action plan	20 July 2018	20%
	WPU established and launched	20 August 2018	20%
	training module for WPU’s technical staff and SOPs developed	15 August- 30 September 2018	
	Trainings for WPU technical staff conducted and report shared	2018	
	Conduct awareness-raising sessions and IEC material prepared		

	and disseminated		
<b>Deliverable no. 3:</b> Data analysis of cases of violence and abuse reported through national helpline (Madadgar).	Data analysis of type, number and status of cases report	July- August 2018	15
	Develop summary and infographics of the analysis dissemination		
<b>Deliverable no. 4:</b> Training on VAW and capacity building of prosecutors and judges to handle VAW cases	Needs assessment and workshop material and plan develop finalized to- with approval from UN Women	by the end of July 2018	10%
	Implementation of training Plan	01 August-15 November 2018	15%
	Produce a final narrative report and submit to UN Women for approval	30 November 2018	

#### 4. Participants/ trainees

Participants are expected to be included from:

- i. Session courts and district judges/ Judicial Academies,
- ii. Lawyers (through bar councils/ associations)
- iii. Legal medical staff/ medicolegal
- iv. Court staff (permanent government employees)
- v. Prison department and prosecution department

Any other relevant stakeholders. The total number of participants to be reached out under the activity will be at least 1000 (nos). The selected firm will share the list of trainees.

#### 5. Timeframe

The project duration is 05 months starting from the date of signing the agreement

#### 6. Competencies

The firm should meet the following requirements:

- Curriculum Vitae to be submitted for team lead and the team with qualification of at least Master's degree in Law, Human Rights, Gender Studies, Anthropology, International Relations or other related discipline; Must have a competent gender-balanced team having command over the subject matter.
- Experience of working with lawyers, judiciary etc. as well as local and provincial partners and government departments
- At least 5 -7 years' experience in the design and implementation of training materials with a focus on women's empowerment and GBV prevention.
- Good understanding of human rights issues, particularly related to GBV, prevention and response programming.
- Experience of delivering trainings and developing training curriculum.
- International organizations/ academic institutions are also eligible to apply if they can show strong partnerships with local organizations;
- Proven track record of undertaking similar successful assignments;
- Work experience in areas mentioned for required geographical coverage
- Good communication, report writing and presentation skills. knowledge of local language(s)

will be an asset;

**7. Reporting Obligations**

- Quarterly narrative and financial progress reports to be submitted to UN Women.
- Monthly narrative and financial progress reports to be submitted to UN Women.
- A detailed and comprehensive narrative report of all 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, etc.) in hard and soft copy will be submitted along with all mandatory reports and need basis for feedback and finalization after incorporation of comments.
- 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.
- The knowledge products, researches, policy briefs, IEC materials, case studies /success stories (including the questionnaire) and reports need UN Women's approval before finalization.
- All knowledge products/press releases produced under this agreement must seek clearance from UN Women and acknowledge the support of UN Women.

## 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: UN WOMEN

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 UN WOMEN has questions to the proponent concerning this NO PROPOSAL, UN WOMEN 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.

<b>a. Mandatory requirements/pre-qualification criteria</b>	<b>b. Proponent's response</b>
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 CFP/PAK/006/2018 - (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 **CFP/PAK/006/2018**.

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 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 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 CFP/PAK/006/2018 – (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>				