

**Annex B2- Call for Proposal (CFP) For** **Enhanced Representation and Participation of Women in Political Process Through Knowledge Sharing, Capacity Building and Media Sensitization**

**(For Budget less than $250,000) for Registered Community Based Organisations and NGOs**

**CFP No.**

**Section 1 – CFP letter**

UNWOMEN plans to engage (Implementing Partner/Responsible Party) as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN WOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than **Midnight (East African Time)** on **Tuesday 25th** **June** **2019**

This UNWOMEN 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: UNWOMEN Terms of Reference

**CFP forms to be returned (mandatory):**

Annex B2-1 Proposal/no proposal confirmation form

Annex B2-2 Mandatory requirements/pre-qualification criteria

Annex B2-3 Template for proposal submission

Annex B2-4 Format of resume for proposed staff

Annex B2-5 Capacity Assessment Document Checklist

Interested proponents may obtain further information by contacting this email address:

Pusparaj.mohanty@unwomen.org

**Call for Proposal (CFP)**

**Section 2: Proposal data sheet**

Program/Project: **Enhanced Representation and Participation of Women in Political Process Through Knowledge Sharing, Capacity Building and Media Sensitization.**

Program official’s name: Mr. Pusparaj Mohanty

Email: pusparaj.mohanty@unwomen.org

Telephone number: +252 619235306

Issue date: 10th June 2019.

Requests for clarifications due

Date: 13th June 2019 (*via e-mail* )

Time: 5:00 pm (East African Time)

UNWOMEN clarifications to proponents due

Date: 15th June 2019

Time: 5:00 pm (East African Time)

Proposal due

Date: 25th June 2019

Time: 12 Midnight (East African Time)

Planned award date:

29th June 2019

Planned contract start date:

1st July 2019

**Call for Proposal (CFP)**

**CFP No.**

**Section 3: Instructions to proponents**

**1. Introduction**

* 1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Responsible Party (Non-Governmental Organization and Community Based Organizations (CBOs)).
	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 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, 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 UNWOMEN Info Somalia, by email at: pusparaj.mohanty@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 B2-2. See paragraph 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 B2-2. 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 section 2. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

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 as part of the template for proposal submission (Annex B2) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent.

All proposals should be sent by email to the following secure address: Somalia.cfp@unwomen.org and procurement.bids@unwomen.org

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 When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNWOMEN inbox. UNWOMEN shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UNWOMEN in the dedicated inbox on or before the prescribed CFP deadline.

7.4 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.

7.5 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 (currency**) USD**.

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**

* 1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
		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 | 40 points |
|  | Relevance and technical capacity: (See Capacity Assessment Checklist)* proposed staffing (number and expertise) for the services to be delivered;
* organizational experience and proven track record/credibility of working with Traditional Leaders (Women traditional chiefs, Queen mothers, and other community leaders).
* relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors
 | 15 points |
|  | Governance and management capacity: (See Capacity Assessment Checklist)* Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation
* Overall governance/management structure of the proponent organization
 | 8 points |
|  | Financial and administrative management capacity: (See Capacity Assessment Checklist) | 7 points |
|  | TOTAL | 70 points |

* 1. **PHASE II - FINANCIAL PROPOSAL** (**30 points**)

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

Formula for computing points:
Points = (A/B) Financial Points

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

**12. Preparation of proposal**

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

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

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

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

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

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.

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

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

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

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

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

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 B2-1** hereto)  |

**13. Format and signing of proposal**

13.1 The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

13.2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.

**14. Award**

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP**. Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

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

14.3 The award will be for an agreement with an original term of One year with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

**Section 4: UN Women Terms of Reference**

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

UN Women (UNW), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the centre of all its efforts, the UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality are translated into action throughout the world. It provides strong and coherent leadership in support of Member States’ priorities and efforts while building effective partnerships with civil society and other relevant actors.

Women representation in global leadership and governance remains low. According to latest data of Inter-Parliamentary Union women representation in parliaments is at 24%. This is despite an increase in campaigns and advocacy for women’s inclusion in governance, coupled with increased numbers of women running for elective positions, improved policy, legislative and legal environments within which women are running for elective offices. In Africa the leading countries on women political leadership include Rwanda 64% which is leading globally, Senegal 42.7%, South Africa 42%, and Namibia 41.3%. In East Africa region, Rwanda 64%, Tanzania 36%, Uganda 35% and Burundi 30.5% are the leading countries.

Across Somalia, due to a clan-based society, male-dominated power structures, cultural and religious barriers, women are either excluded from formal decision making or operate through a patriarchal filter. Other challenges to women’s participation in public affairs include the high rate of illiteracy among women and societies, inherent perception that they can and should perform traditional roles inside the home and not in the public sphere. Thus, Somali women were significantly under-represented in public life and decision-making processes; including electoral processes and public service. Women’s representation in the parliament has just increased from 14% in 2012 to 24% in 2016 (the eighth legislature). It is being realized that this increase is because of the CSOs 30% women’s representation advocacy efforts made during election campaigns. Therefore, supporting women CSOs’ advocacy is becoming crucial and necessary for better representation of women in decision-making.

At the same time, stereotyping and traditionally prescribed gender roles foster views of women as unqualified for political office. More than often, media organizations perpetuate negative gender-based stereotypes rather than showcase positive examples or the benefits of women’s participation for all. Therefore, it is important to increase the capacity of media on the need to report positive portrayals of women leaders and gender equality as a social goal.

The Constitution of Somalia specifically indicates that “women must be included in all national institutions, in an effective way; in particular all elected and appointed positions across the three branches of government and in national and independent commissions” (Article 3.5). With women representing 24 percent of the current parliament (constituting a doubling from 40 women in the previous to 80 in the current parliament), it is a clear indication that new possibilities have emerged, presenting opportunities to further advance women’s leadership and decision-making roles. However, progress remains fragile and reversible as the country remains in a state of insecurity due to several factors, including the presence of Al-Shabaab and inter-clan violence

Advancing women’s political empowerment and leadership requires action on multiplex fronts. Research shows that women’s increased political participation and leadership results from a confluence of factors, including removal of legal and logistical barriers; implementation of supportive frameworks; promotion of women’s leadership through political party reforms; support to CSOs and a positive shift in societal gender norms. To achieve increased political participation and build on the gains in 2016 elections, UN women is implementing a Joint Programme on Women’s Political Participation, Leadership and Empowerment as a lead agency in collaboration with other UN agencies (UNDP, UNSOM) and the Federal Ministry of Women and Human Rights Development (MoWHRD) with the goal of ‘strengthening women’s leadership and participation in decision-making processes and structures in Somalia; making them inclusive and gender responsive’. The JP WPE is a multi-year initiative from 2016 to 2020 aiming at promoting transformational change for gender equality and women’s political empowerment. The programme aims to create a coherent and consolidated approach toward increasing the participation and strengthening the role of women in the peacebuilding and state-building processes; focusing on their leadership and empowerment within three key areas: (1) adoption of gender responsive electoral legal, policy and planning frameworks, (2) increased voice and recognition of women as leaders and decision-makers, and (3) enhanced coordination capacities of gender ministries at federal and member state levels.

The four-year period between 2016 and the 2020 electoral cycle will be a period of significant opportunities for the strengthening of women’s civil society organizations to advocate for women’s representation in leadership and participation in decision-making at all levels through establishment of national women forums and structures (such as national women’s representation task force), influencing electoral legal frameworks to be gender responsive and gender mainstreamed and support to women political aspirants preparations which could provide an opportunity for Somali women to create a new reality for women’s political participation and leadership in 2020 Somalia elections.

The programme is responding and contributing to Outcome 4.3 of UN Women Annual Workplan Country Strategic Note (The socio-economic recovery & political participation of women and girls are promoted in post conflict situations); UN Women Africa Strategy Outcome 1: (Women lead, participate in and benefit equally from decision making processes); and UN Women Global Strategic Priority 1: (Women lead, participate in and benefit equally from governance systems). It is also aligned with the Strategic Priority One of the UN Strategic Framework for Somalia (Deepening federalism and state-building, supporting conflict resolution and reconciliation, and preparing for universal elections) and Somalia National Development Plan (2017 – 2019) Pillar One and Nine: (Inclusive Politics; Gender and Human Rights). The selected impact area also addresses some of the key areas of concern raised in the Beijing +20 Somalia Country Review Report, including lack of women’s political participation and lack of access to justice.

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

Through this Call for Proposals, UN Women seeks proposals from registered CBOs and CSOs working in Somalia with track record in gender, women political participation, community mobilization and media sensitization to design and implement interventions that aim at increased political participation of women through promotion of positive portrayal of women in media, community mobilization, capacity building support to potential women aspirants and contributing in arresting violence before during and after election processes. The designed media coverage should contribute to increased acceptance of women as legitimate and effective leaders at all levels.

**2. Description of required services/results**

Organizations with track record in gender, women political participation, community mobilization and media campaigns are invited to submit proposals to design and implement interventions that will engage and facilitate women networks, gender advocates and non-state actors to effectively promote women’s political participation through well-organized social and community-based campaigning and by profiling women political aspirants through media. The proposal should also focus on building capacities of CSOs to monitor GBV cases before, during and after elections and support the establishment of a women’s electoral observation room/situation room. Creation of an electoral monitoring mechanism to mitigate violence or threats of violence against women candidates and voters. In addition, the organization should set up gender and media monitoring mechanism to lead media institutions and other actors to promote coverage of women political participation issues.

The CFP calls for strengthened capacities of women movements at grassroots levels; Provision of capacity building and training programs for women CSOs, gender equality advocates and women forums on effective advocacy for women’s representation at all levels; Profiling women political aspirants/candidates in the media refereeing the role they played in the reconstruction of the country; Facilitate women CSOs to develop plan of action and strategy for women’s meaningful and equal participation in 2020 elections; Support the conduction of a preliminary study about the obstacles to the appointment of women to government senior positions including political parties’ senior positions; support to women’s advocacy groups to engage and sensitize elders and religious leaders to improve women’s rights.

The envisioned proposals will contribute to the following results under JP on Women’s Political Participation, Leadership and Empowerment.

**Outcome 2: Enhanced representation and participation by women by political and public policy making processes to sustain and consolidate peace.**

**Output 2.1:** Women are promoted as political leaders

**Output 2.2:** Community advocacy and civic education on women’s political participation

**Output 2.3:** Leadership capacity of women in decision making positions strengthened

**3. Timeframe: Start date and end date for completion of required services/results**

A term of one year starting date being 1st July 2019 and completion of services 30th June 2020.

**4. Competencies:**

 **a. Technical/functional competencies required;**

• Extensive experience to implement interventions that aim at transforming gender norms so that women are accepted as legitimate and effective leaders

* Demonstrated experience in implementing projects related to women’s participation in peacebuilding/conflict resolution and women’s participation in politics and leadership
* Experience in working with stakeholders (established women’s CSOs and networks), the government (including the Ministry of Women and Human Rights Development, Ministry of Constitution, Ministry of Interior, Federal Affairs and Reconciliation and National Electoral Commission), Justice and Security sectors, and UN on advocacy and awareness-raising activities on women’s equal political participation, engagement in constitutional review, and inclusion of women’s participation measures into electoral legal framework development processes;

• Prior experience in working with media houses and capacity to establish virtual platforms for advocacy and communication is strongly required;

• Applicant organization must have the capacity to establish unified voice of women CSOs and experience in leading grassroot movement building.

* Prior implementation of an UN-funded project is required. Experience in implementing UN Women-funded projects is an advantage;

 **b. Other eligibility requirements:**

* Applicant organization must have been in existence for at least 5 years in Somalia.
* The organization must be duly registered as a non-profit in Somalia.
* The organization must have the required organizational structures and facilities including well equipped offices
* The organization must have an appreciable and credible financial management system;
* The organization must have undergone a financial audit over the past 3 years and can avail the audit reports

**Annex B2-1**

**Call for proposal**

**Description:**

**CFP No.**

**Proposal/no proposal confirmation form**

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

|  |  |  |
| --- | --- | --- |
|  |  | Date:  |
| To: | UNWOMEN  | Email: |
| From: |  |  |
|  |  |  |
|  |  |  |
| Subject | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

YES, we intend to submit an offer.

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

( ) The requested products are not within our range of services

( ) We are unable to submit a competitive proposal for the requested services at the moment

( ) We cannot meet the requested terms of reference

( ) Your CFP is too complicated

( ) Insufficient time is allowed to prepare a proposal

( ) We cannot meet the delivery requirements

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)

( ) Other (please provide reasons)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

( ) We would like to receive future CFPs for this type of services

( ) We don’t want to receive CFPs for this type of services

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

**Annex B2-2**

**Call for proposal**

**Description of Services:**

**CFP No.**

**Mandatory requirements/pre-qualification criteria**

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

|  |  |
| --- | --- |
| * + - 1. **Mandatory requirements/pre-qualification criteria**
 | * + - 1. **Proponent’s response**
 |
| * 1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.
 | Reference #1:Reference #2: |
| * 1. Confirm proponent is duly registered or has the legal basis/mandate as an organization
 | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years
 | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area.
 | Yes/No |
| * 1. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.
 | Yes/No  |
| 1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation | Yes/No  |
| 1.7 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s) | Yes/No  |

**Annex B2-3**

**Call for proposal**

**Description of Services:**

**CFP No.**

**Template for proposal submission**

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| --- |
| **Mandatory requirements/pre-qualification criteria**  |

Proponents are requested to complete form Annex B2-1 and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. UN WOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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

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

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

|  |
| --- |
| **Component 2: Expected Results and Indicators** (max 1.5 pages)  |

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

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

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

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

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

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

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

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

**Implementation Plan**

|  |  |
| --- | --- |
| Project No: | Project Name: |
|  | Name of Proponent Organization:  |
|  | Brief description of Project  |
|  | Project Start and End Dates: |
|  | Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result  |
| List the activities necessary to produce the results Indicate who is responsible for each activity  | Duration of Activity in Months (or Quarters)  |
| Activity | Responsible  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Monitoring and Evaluation Plan** (max. 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

• How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan

• How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received

• How the participation of community members in the monitoring and evaluation processes will be achieved

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

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

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

|  |
| --- |
| **Component 6: Results-Based Budget** (max. 1.5 pages)  |

The development and management of a realistic budget is an important part of developing and implementing successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:

* Include only costs which directly relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
* The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
* The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
* Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
* The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
* The figures contained in the Budget Sheet should agree with those on the proposal header and text.

|  |
| --- |
| **Result 1 (e.g. Output)** Repeat this table for each result. |
| **Expenditure Category**  | **Year 1, [Local currency]**  | **Total, [local currency**  | **US$**  | **% Total**  |
| 1. Personnel  |  |  |  |  |
| 2. Equipment / Materials  |  |  |  |  |
| 3. Training / Seminars / Travel Workshops  |  |  |  |  |
| 4. Contracts  |  |    |  |  |
| 5. Other costs [[1]](#footnote-1) |  |  |  |  |
| 6. Incidentals  |  |  |  |  |
| 7. Other support requested  |  |    |  |  |
| 8. Contingency (max. 5%)  |  |  |  |  |
| **Total Cost for Result 1**  |  |  |  |  |

**Annex B2-4**

**Call for proposal**

**Description of Services:**

**CFP No.**

**Format of resume for proposed staff**

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

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

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

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.

**Annex B2-5**

**Call for proposal**

**Description of Services:**

**CFP No.**

**Capacity Assessment Document Checklist**

**For Potential Implementing Partners/Responsible Parties**

**Governance, Management and Technical**

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

**Administration and Finance**

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

**Procurement**

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

**Client Relationship**

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

**Annex C: The Committee for Partners’ Assessment (CPA)**

**Role of the CPA**

The primary duty of the CPA is to serve as the evaluation committee to ensure that UN Women IPs and RPs are selected in accordance with the relevant policies and procedures. The selection process will be guided by the following basic principles:

* Results orientation and accountability for results
* Efficiency
* Due diligence and transparency

**Composition**

The Committee shall be composed of a minimum of four persons, comprising a Chairman, a Secretary and two evaluators. At least one evaluator shall be a technical expert related to the field of expertise associated with the programme/project technical specifications in the Call for Proposal (CFP). One evaluator shall have expertise in the financial and/or procurement field. The Chairperson shall also appoint a Secretary who shall not be a voting member of the Committee. In the case of an office not having relevant capacity, the Regional Office may be asked to provide support.

**Appointment**

A CPA shall be established by the Head of Office following issuance of a CFP and before the closing date of submission. For Governments and IGOs, the CPA should be set up before finalizing the agreement with the entity. All nominees are required to confirm their acceptance to be members of the Committee. Acceptance should be in writing and can be by email.

**Conflict of Interest**

In the case of an actual or perceived conflict of interest by a CPA member, she/he shall disclose the matter, in writing, to the Chairperson. In the case of an actual or perceived conflict of interest by the CPA Chairperson, she/he shall disclose the matter, in writing, to the Head of the Office. If necessary, she/he shall recuse herself/himself from consideration of that matter. Guidance for such questions is set forth in the Secretary-General’s Bulletin on the Status, basic rights and duties of United Nations staff members, ST/SGB/2002/13. Copy of written statements shall be kept on file by the Secretary.

No person involved in the project or programme for a case being considered by the CPA, shall serve as a voting member when such matter is being considered. No member of any CPA shall vote on any submission arising under her/his direct responsibility, although she/he may attend if so requested by the Chairperson.

A supervisor and her/his subordinate may not serve together at the same CPA meeting. Only under exceptional circumstances a supervisor and her/his subordinate may attend together a CPA meeting, with the condition that at least one of the CPA members is independent and does not report to another member of the CPA or to the Chairperson who will be attending the given meeting. Circumstances and names of concerned CPA members shall be reported in the minutes of the CPA meeting (under background information).

**Confidentiality**

Upon nomination, each member of the CPA must sign the “Declaration of Responsibility and Confidentiality for CPA Chairperson and Members” and return the original to the Head of Office, along with a copy to the CPA Secretary.

In the performance of their duties, CPA members and, in some cases, specialist advisors and observers may have access to information of a confidential nature (“Confidential Information”).

CPA members are required to treat Confidential Information with the utmost discretion and not disclose the same to anyone who does not have legitimate interest in possessing such information. Cases of possible wrongdoing or misconduct should be reported to relevant officials in accordance with the UN-Women Legal Framework for Non-Compliance with UN Standards of Conduct.

|  |
| --- |
| **CPA Confidentiality/No conflict of interest**  |
| UN WOMEN (LOGO) |
| **AFFIDAVIT FOR MEMBERS/CHAIRPERSON OF EVALUATION COMMITTEE**Office/Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Case reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The undersigned, hereby, declares that she/he will act in a manner consistent with UN-Women policies, procedures, guidelines and practices and, as a member of the UN-Women evaluation team, shall: • act in a personal capacity and not represent any commercial, political or other interest;• avoid any conflict of interest, or appearance thereof, related to the activities of the United Nations or the knowledge gained through his/her participation in the UN-Women evaluation team;• disclose any financial or other interest with any person or entity that may offer or provide goods, services and works to UN-Women;• neither divulge nor use information identified as, or which should reasonably be believed to be, sensitive, confidential, or proprietary; and• respect and follow UN-Women rules and procedures and refuse any instructions from governments or sources external to UN-Women in the evaluation process.• keep confidential the outcome of this evaluation exercise and not disclose any information before the final award of the prospective contract;All documents, reports and data provided to, or compiled or prepared by, the participant in the course of the evaluation, if any, shall be the property of UN-Women.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_Date: |

***Responsibilities of Members***

Members of the CPA shall:

a. Act in an independent capacity while performing their role on the Committee;

b. Perform her/his role as CPA member to the best of her/his ability and in good faith;

c. Prepare properly for each meeting by reading the submissions in advance and keeping abreast of UN-Women programme policies and procedures;

d. Devote adequate resources to follow-up work required after each meeting, whether by e-mail or otherwise, including the review of the minutes;

e. Participate fully in the review of submissions;

f. Review submissions regarding compliance with the POM and related policies, procedures and instructions.

**Thresholds for the CPA review:**

|  |  |
| --- | --- |
| **Agreement Value[[2]](#footnote-2)** | **CPA Review** |
| **≤ $ 500,000** | Country Office level |
| **≤ $ 1 Million** | Regional Office level |
| **≤ $ 3 Million** | HQ level |

***Responsibilities of the Chairperson***

The Chairperson is responsible for the following:

a. Review cases prior to CPA meetings and, if necessary, request clarifications and/or additional information from the Submitting Officer (designated Program or Project Manager);

b. Approve submissions for inclusion on the CPA agenda;

c. Convene and chair CPA meetings;

c. Oversee the work of the CPA Secretary.

***Responsibilities of the CPA Secretary***

The CPA Secretary is not a member of the CPA and serves the CPA in a non-voting capacity. The CPA Secretary shall be appointed, as applicable, by the Chairperson. For activities related to the CPA, the CPA Secretary works under the supervision and reports directly to the Chairperson. The CPA Secretary is responsible for the following:

a. Review cases prior to submitting to the Chairperson for completeness and conformity with applicable procedures and using the relevant templates and, if necessary, request clarifications and/or additional information from the Submitting Officer;

b. Arrange and coordinate all aspects of CPA meetings: check the availability of members, draft and maintain agenda, arrange for the location, arrange audio and video conferencing as needed, etc.;

c. Ensure the timely and efficient distribution of submissions and relevant documentation to CPA members;

d. Draft the reports of CPA;

e. Prepare CPA related correspondence;

f. Liaise with UN-Women HQ on issues involving CPA procedure, request additional information or clarifications on submissions, including in relation to any inquiries raised by CPA members regarding submissions under review;

***Submissions to the CPA***

Submitting Officers shall ensure that submissions to the CPA are comprehensive, factually accurate and clear to facilitate the review of the proposals. Submission shall include, at a minimum:

A Committee for Partners’ Assessment (CPA) will review (Annex C):

i. For Government entities and Non-UN Intergovernmental Organization (IGO), if there is no HACT assessment, the written note and an articulation of their financial and administrative management capacity as described in section [*CROSS REFERENCE ABOVE Step 2: Review candidate organizations within the relevant category, using appropriate policies and tools including capacity assessment*].; and

 [*CROSS REFERENCE ABOVE Step 2: Review candidate organizations within the relevant category, using appropriate policies and tools including capacity assessment****.***]; and

ii.Proposals submitted by NGOs in response to CFPs.

The Submitting Officer should check the suggested vendor against the Eligibility Requirements and confirm the eligibility of the proposed partner to the CPA. The CPA shall not review nor make a recommendation to engage an organization that does not meet the Eligibility Requirements.

***CPA Meetings***

The CPA shall meet within five working days following the closing dates of submissions and conclude the evaluation process within five working days. All submissions shall be given to the Chairperson/CPA Secretary at least two days prior to the meeting date.

The Chairperson shall introduce the proposals for consideration and recommendations by the CPA, and ascertain that the CPA members have no conflict of interest with the cases to be reviewed.

Submitting Officers or their backup representatives shall be available (i.e., on call or in person if located in the respective BU) to participate in committee meetings, if so requested by the Chairperson. The Secretary shall ensure that they are given reasonable notice of the time of their attendance as may be required by the committee.

Decisions of the CPA are made by consensus or by simple majority voting of the members for a submission. Should the votes be equally divided, the Chairperson shall cast the decisive vote. In case of dissent, the final report shall show where there was not a consensus amongst the members.

**Evaluation Stage**

The Chairman will indicate whether the CFP is based on a single-package (that is CFP for smaller budgets of up to $250,000) or two-package (that is CFP for larger budgets above $250,000) system in accordance with the guidelines for selection of partners through CFP.

In a single package system, all offers shall be administratively, technically and financially assessed in one process using the evaluation criteria outlined in the CFP.

In a two-package system, the submissions shall be evaluated in stages as follows:

* + 1. Mandatory requirements/ prequalification stage
		2. Technical Evaluation including capacity assessment
		3. Financial Evaluation

**Technical Evaluation including Capacity Assessment**

Following confirmation of the mandatory eligibility requirements, the Committee shall then proceed to evaluate the technical proposals submitted by proponents.

***Any reference to pricing included with the cover documents or technical proposal will automatically invalidate the bid submitted and the bid shall be rejected with immediate effect***.

The Committee cannot request proponents for any information that was not submitted with the documents. The Committee may seek clarifications from proponents where the information submitted is not sufficiently explicit and clear. Where clarifications are required, communication with the proponents is to be done in writing by the Secretary of the Committee.

When requesting clarifications, proponents are to be given sufficient time for replies and a specified time and date shall be given for receipt of replies. It is to be noted that any requests put forward to proponents will be carried out without any commitment whatsoever on part of the UN Women.

The technical evaluation including capacity assessment shall constitute 70 points of the total 100 points obtainable for the evaluation.

The Committee shall review and analyze in detail the Technical Proposal in accordance with the established criteria. The evaluation shall also include the capacity assessment (i.e., technical; governance and management; financial and administrative) of the proponent by reviewing the supporting documentation and filling in the Capacity Assessment Checklist (see Annex C2).

The Committee shall complete the Technical Evaluation form as per the CFP Technical Evaluation criteria. It should be noted that proponents who fail to meet the minimum points of 50 out of the 70 points maximum for the technical and capacity requirements shall be rejected and hence their proposal shall not be considered further.

The Technical Evaluation Form and the Capacity Assessment Checklist shall be signed by the Committee members. Both forms shall be annexed to the final consolidated Technical Evaluation Report prepared by the CPA Secretary.

Where the proposal is based on a one package system, the Committee can proceed to the Financial Evaluation of the proposals as outlined in the policy and procedure for the smaller budgets less than $250,000).

Where the CFP is based on a two -package system, upon completion of the Technical Evaluation, the Secretary must complete a consolidated Technical Evaluation Report, to be endorsed by the Committee, describing the proposals that have passed the technical evaluation and capacity assessment and to be considered further in the final stage of Financial evaluation. The Report shall be attached to the final report of the Committee.

**Financial Evaluation**

Following completion of the Technical Evaluation, the Committee shall proceed to evaluate the financial offers submitted by the proponents that passed the technical evaluation and capacity assessment. Proposals that did not pass the technical and capacity requirements shall not be considered further.

The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost Formula for computing points: Points = (A/B) Financial Points.

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

All workings shall be checked for any arithmetical errors in computation. Unit costs shall be multiplied by the quantities as detailed in the original submission and total costs shall be summed up.

Where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount considered. Furthermore, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price quoted will be the price considered.

Upon completion of the Financial Evaluation, the Secretary must complete a consolidated Financial Evaluation Report, to be endorsed by the Committee, describing all proponents and value of offers, duly arithmetically corrected where necessary. The Report shall be attached to the final report of the Committee.

***CPA Final Report***

A written report, containing the CPA recommendations and duly signed by the Chairperson and all attending members, shall be submitted to the HQ/Regional PRG or R/LPAC for appraisal after the conclusion of the meeting, subject to prior receipt of any additional information, clarifications or documentation that the CPA requested about a submission.

The report:

1. Shall address the relevant criteria and identify the conclusions on these matters;
2. Shall attach the Technical and Financial Evaluation Reports;
3. Shall cover all the areas of review, and should be sufficiently clear to enable the Delegated Authority to make an informed decision regarding the recommendation of the CPA, including an appropriate justification and explanation of why, in the opinion of the CPA, the partners are recommended or not recommended;
4. In case of dissent, the report shall show where there was not a consensus among members. Individual members shall be at liberty to opt to be identified by name in the minutes as holding a certain opinion.

***CPA Recommendation and HQ/Regional PRG or R/LPAC Appraisal followed by Approval by the Delegated Authority***

The HQ/Regional PRG or R/LPAC, based on the recommendation of the CPA, decides which partners shall be included as IP or RP in the SN/AWP or programme or project document, for review and approval by the Delegated Authority. The Delegated Authority is ultimately accountable for her or his decision, whether in agreement or disagreement with the CPA recommendation. The Delegated Authority may choose not to follow the CPA recommendation. When the Delegated Authority disagrees with the CPA recommendation, she/he shall record the reason for departing from CPA recommendation in a written statement to be kept on file by the CPA Secretary together with the report.

**Annex C2-1 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 |  |

**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 |  |
| Anti-Fraud Policy Framework | 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 C2-2 - Capacity Assessment Checklist**

| **((****UN-Women: Capacity Assessment Checklist** |
| --- |
| **Name of organization:** |
| **Date of Capacity Assessment:** | **Requirement** | **Flags[[3]](#footnote-3)** | **Answer** **(Yes/No)** | **Additional comments** |
| **Section A: Relevance and Technical Capacity** |  |  |  |  |
| Is the organizational mandate/role/vision relevant to gender equality and women’s empowerment? | Documents showing that the mandate/role/vision/ programmes/key services relate to gender equality and women’s empowerment | Lacking or very limited experience in working on gender equality and women’s empowerment |  |  |
| Does the organization have a proven track record of work on gender or related issues? | Documented successful track records.For newly formed organizations, the personnel to be assigned to the UN-Women programme should have proven track records in this area.  | Lack of or limited experience with similar programmes. |  |  |
| Are there specific areas of programming or advocacy where the NGO, AI or RCBO has made innovative contributions? | Indicate areas of innovation. | Innovations that were not sustainable.  |  |  |
| Does the NGO, AI, RCBO have credibility with gender equality advocates including those within government?  | Proven credibility in the country/region. | Bad press on previous programmes.Conflict with/Criticism from government, donors and/or civil society - preferably documented. |  |  |
|  |  |  |  |  |
| Does the organization have internal programmatic processes (planning, programming, monitoring, reporting and evaluation) in place to ensure delivery of quality and timely programme results? | Functioning internal processes (e.g., planning, programming, monitoring and evaluation) to ensure delivery of quality and timely programme results.Evidence of application of Results-Based Management (RBM) in one or more process(es) | No documentation of internal processes.Negative comments on, or evaluations of, internal controls by external auditors or consultants.No evidence indicating understanding and application of RBM in programmatic processes |  |  |
|  |  |  |  |  |
| Does the NGO, AI, RCBO have grass roots presence/outreach especially if that is relevant for the programme? | Existing grassroots network in the country/region. |  |  |  |
| Does the organization have an adequate number of professional staff with adequate qualifications and experience? | Adequate availability of personnel to handle planned UN-Women programme in addition to existing work. | Personnel limitationsHigh staff turnoverNewly recruited staff in key positionsManagement issues |  |  |
| Has the organization previously worked with UN-Women, other UN organizations or directly with significant non-government donors? | Good track record with UN agencies. | Weak track record. |  | List contracts signed with UN-Women or other UN organisations in the last five years. |
|  |  |  |  |  |
| Does the organization have potential for supporting sustainability of results achieved | Overall, good track record and recognized partner in work on gender equality and women’s empowerment, including in capacity development initiatives  | Weak track record |  |  |
|  |  |  |  |  |
| **Section B: Governance and Management Structure** |  |  |  |  |
| Is the organization non-profit? |  |  | Mandatory |  |
| Is the organization officially registered in the country? |  |  | Mandatory |  |
| Does the organization have an established organizational culture of accountability and commitment to delivery of results? | A record and evidence of organizational culture of accountability, such as a written Code of Conduct; and proven commitment to results.Previous record of successful programmes. | Previous failure to deliver, either on UN-Women or other donor-funded programmes. |  |  |
| Does the organization have an effective policy and system in place to prevent, detect, report, address and follow-up on fraud and irregularities. Note that the partner should be provided with a copy of the UN Women Anti-Fraud Policy in order to ensure that they are familiar with reporting obligations and mechanisms.   | Internal control framework including anti-fraud policy | Absence of anti-fraud policy and weak internal control framework |  |  |
| Does the organization have a Board of Directors/managing committee? | A qualified governing body with demonstrable independence from senior management. | Politically active board members or senior managers? |  |  |
| Does the organization or any of its managers/Board members have links with the Government, or a political party? | Politically impartial senior management and governing body. | Board members/senior managers known to be closely linked with senior government or political party officials or other “vested interests”. |  |  |
| Are key decisions subject to review by a committee or the board e.g. decisions affecting strategy, partnerships, programmes, finance and procurement? | Strategic business decisions should be subject to independent review. | Lack of checks and balances on key decisions. |  |  |
| Is there any conflict of interest between any UN-Women staff member and the NGO, AI, RCBO? |  |  |  |  |
|  |  |  |  |  |
| **Section C: Financial and Administrative Management** |  |  |  |  |
| Does the organization have and follow written and transparent financial and administrative rules and regulations?  | Follows clearly defined written financial and administrative rules and regulations.  | Informal (unwritten) key policiesRecord of ad-hoc changes in procedures and rules, or regular granting of waivers by senior managers. | Mandatory |  |
| Does the organization have a clear system for procurement, subcontracting, with appropriate checks and balances? | Follows clearly defined written procurement and sub-contracting rules consistent with international practices. | Previous procurement irregularities.Bad press on previous procurement. | Mandatory |  |
| Does the organization have clear, documented procedures and internal controls governing the payment cycle (requisition, approval, disbursements versus cash, vouchers etc.)? | Working internal controls and procedures, including adequate segregation of duties [[4]](#footnote-4) | Previous payments irregularities.Lack of segregation of duties e.g. if any one official can make payments without second review. |  |  |
| Is segregation of duties ensured in receipt and management of funds? | Money received is banked properly in the organization’s account and safeguarded. | No bank account in the name of the organization.Organization routinely discourages direct wire transfers to its bank account. | Mandatory |  |
| Do payments require two or more signatures? |  | Second signatory not senior enough to be reasonably independent of influence from first signatory. | Mandatory |  |
| Is the organization as a whole subject to regular external audits?[[5]](#footnote-5) |  |  | Mandatory |  |
| Has the UN-Women Office looked at the last three audited statements of the organization to assess the latter’s financial capacity? |  |  |  | If reviewing a new organization, there may be less than three audited statements available.  |
| Does the organization have a sustainable financial position? | A record of accountable financial managementAvailability of adequate financial resources from other (non-UN-Women) sources. The organization should not be relying on UN-Women for its financial viability.Established good relationship with a reputable bank. | Previous bankruptcy or reported financial difficulties, either by the organization or some of its senior officials.Previous failure to properly and promptly account for donor resources.Independent auditor’s audit qualifications and/or comments on financial statementsNon-existence of a good accounting system and regular financial statements. |  |  |

1. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-1)
2. According to the Policies and procedures for the delegation of authorities [↑](#footnote-ref-2)
3. These are examples of flags for demonstrative purposes and are not comprehensive. They are meant to demonstrate the kinds of potential issues the assessor should be aware of and seek information on. Existence of these flags does **NOT** automatically mean the potential partner cannot be used. However, when flags are noted comments should be given to explain why they are not impediments to selection of the NGO partner. [↑](#footnote-ref-3)
4. Reviewers may refer to the UNDP Internal Control Framework (ICF) for examples of the types of procedures and controls that should be in place. [↑](#footnote-ref-4)
5. Separate from donor mandated programme specific audits. [↑](#footnote-ref-5)