

Annex B1 - CALL FOR PROPOSAL (CFP)

CFP No. (01/2019)

Section 1 – CFP letter

UNWOMEN plans to engage an (Implementing Partner/Responsible Party) as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than 4:00 p.m. EAT on 15 February 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 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 Format of resumes for proposed staff
- Annex B1-6 Capacity Assessment Document Checklist

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

procurement.esa@unwomen.org

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Call for Proposal (CFP)

CFP No. 01/2019

Section 2: Proposal data sheet

Program/Project: **Development of a Climate Smart Agriculture Project in Somalia**

Program official's name: **Fatmata L. Sesay-Regional Policy Advisor Women's Economic Empowerment**

Email: fatmata.sesay@unwomen.org

Telephone number: **+254 742974625**

Issue date: **28th January 2019**

Requests for clarifications due

Date: **8th February 2019** (via e-mail)

Time: **4:00 p.m. EAT**

UNWOMEN clarifications to proponents due [if applicable]

Date: **12th February 2019**

Time: **4:00 p.m. EAT**

Proposal due

Date: **15th February 2019**

Time: **4:00 p.m. EAT**

Planned award date: 25 February 2019

Planned contract start-date / delivery date (on or before): 1 March 2019

Call for Proposal (CFP) From NGOs, Academic Institutions and Registered Community Based Organisations

CFP No. 01/2019

Section 3: Instructions to proponents

1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner/Responsible Party).
- 1.2. UNWOMEN is soliciting proposals from NGOs, Academic Institutions and registered CBOs.
- 1.3. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7. Effective with the release of this CFP, all communications must be directed only by email at procurement.esa@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

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

3. Eligibility

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

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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.

5. Amendments to CFP documents

At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

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

6. Language of proposal

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

7. Submission of proposal

- 7.1. Technical and financial proposals should be submitted simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted.

Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

- Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:

CFP No. 01/2019 – (name of proponent) - TECHNICAL PROPOSAL

- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:

CFP No. 01/2019 – (name of proponent) - FINANCIAL PROPOSAL

[Type here]

All proposals should be sent by email to the following secure email address:

procurement.esa@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.

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

- 7.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.
- 7.4 Late proposals: Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

8. Clarification of proposals

To assist in the examination, evaluation and comparison of proposals, UNWOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNWOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNWOMEN Policy and Procedures.

9. Proposal currencies

All prices shall be quoted in the following currency: **USD – UNITED STATES DOLLARS**

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

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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 UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

Technical description and appropriateness/adequacy of approach / service	40 points
Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none">proposed staffing (number and expertise) for the services to be delivered;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 requiredrelevant 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) <ul style="list-style-type: none">Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluationOverall governance/management structure of the proponent organization	8 points
Financial and administrative management capacity: (See Capacity Assessment Checklist)	7 points
TOTAL	70 points

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

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

12. Preparation of proposal

- 12.1. You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.
- 12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B1-2 hereto)
Part of proposal	Technical Proposal Submission Form (Annex B1-3 hereto) sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Financial Proposal Submission Form (Annex B1-4 hereto) sent in a separate email – clearly marked with clear subject line referencing the CFP number!

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Part of proposal	Annex B1-5: 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 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 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

1. Introduction

a. Background/Context

Somalia still ranks second on the Fragile States Index with a GDP per capita of USD 434. The country is still characterized by a lack of basic economic and social statistics. The situation has been worsened by the two-decade conflict and the resulting collapse of the country's institutions. The common feature in the structure of the economy of Somalia is the predominance of agriculture and livestock in the economy and livelihoods, accounting for about 65% of the GDP and employment of the workforce. Women experience higher unemployment than men (74% for women and 61% for men). The unemployment rate is 45.5% overall (57.7% in urban areas and 42.8% in non-urban areas) – the main sectors are agriculture – including fishing, forestry mining (65%), industry – including construction and utilities (11%) and services (24%) Women constitute 56.6% of the labour force in Somaliland and Puntland and tend to work mostly in the agricultural sector.

Somalia's economy is largely dominated by the informal sector. The economy is based on international trade networks controlled by a small group of wealthy businessmen. Most the population lives at the subsistence level and is engaged in small-scale businesses, as petty traders, livestock or grain producers. With the collapse of the central government, the private sector has demonstrated resilience and vitality in areas such as telecommunications, livestock and fisheries. The country remains disproportionately dependent on remittances (estimated at \$1.4 billion in 2016, equivalent to 23 percent of GDP) sent by its large diaspora, and its ability to raise revenue through taxation in exchange for public services is virtually non-existent apart from a few urban centres in Somaliland and Puntland.

With over 6.2 million people-half the population in need of humanitarian assistance¹, , Somalia now faces a serious threat of famine due to an extended drought. Many displaced people, for example in Baidoa, are within close proximity of their homes and requesting basic inputs such as seeds and humanitarian assistance to help them return to farming (FAO Somalia,2017). Furthermore, overall, prices of coarse grains in January in key markets of Central and Southern Somalia were up to twice their levels of 12 months earlier. Where crop production has been poor, irrigated agricultural production has also been negatively affected as the water levels are too low to support irrigated farming.²

In order to respond to the challenge of climate change and to achieve food security and poverty alleviation UN Women proposes to engage in actions needed to transform and reorient agricultural systems to effectively support development and ensure food security in a changing climate. This is done through sustainably increasing agricultural productivity and incomes; adapting and building resilience to climate change and some efforts that contribute to mitigating climate change.

The assignment will include working with at least 200 Households in Somalia to focus on the Orange Fleshed Sweet Potato (OFSP) crop that is drought resistant, this crop is suitable for planting even with minimal rainfall hence, a resilient crop that adapts to the changing climate which is the goal of climate smart agriculture. UN Women will also be looking at agricultural technologies for climate smart agriculture that will improve productivity at the farm level and make agriculture in Somalia more resilient to climate change.

b. General Overview of services required/results

Agricultural systems are highly vulnerable to extreme weather events and climate variability which have led to a decline in crop and livestock production, loss of livelihoods, and as well as the degradation of natural resources. Particularly, the arid and semi-arid lands (ASALs) are the most affected by the impacts of climate change accelerating the already existing vulnerabilities and poverty levels.

¹ OCHA: [Somalia Operational plan for famine prevention](#):

² OCHA: [Somalia Operational plan for famine prevention](#):

In agricultural systems, gender issues remain an unresolved challenge but also an untapped potential for ensuring gender-transformative development processes that target women and other marginalized members of the community. Specifically, UN Women seeks to enhance the gender-sensitive adaptive capacity of women to climate change and strengthen their capacity to meaningfully engage in climate-smart agriculture. This is an approach that sustainably increases productivity, enhances resilience, reduces/removes greenhouse gas emissions, and enhances the achievement of national food security and development goals.

There is evidence that efforts to address the gender gap in agriculture in the context of a changing climate would result in tremendous multiple gains. The Food and Agriculture Organization of the United Nations (FAO) estimates that if women had the same access to productive resources as men, they could increase yields on their farms by 20–30 percent; raise the total agricultural output by 2.5–4 percent and reduce the number of hungry people in the world by 12–17 percent. Further, closing the gender gap in climate-resilient agriculture could generate significant gains for the agriculture sector and society at large. Thus, increasing investments in women's capacities to ensure more equitable access to assets and productive resources would strengthen women's rights and coping potential with increased climate variability.

The UN Women Global Flagship Initiative on Climate Smart Agriculture is premised on the following theory of change that: if (1) climate smart agriculture and climate adaptation are gendered responsive; if (2) women have access to climate-resilient livelihoods, productive assets, technologies, and skills, and this is supported by enabling social norms and practices; then; then (3) women and girls affected by climate change will play a leadership role and benefit from CSA and climate change adaptation (CCA) efforts; because (4) adaptive capacity to climate change will be enhanced and women's rights and needs will be at the center of climate-smart agriculture and climate adaptation strategies and priorities.

Rationale for partnership on Climate Smart Agriculture in Somalia

From an economic perspective, Somali women have long faced inequalities in the distribution of resources placing them at a disadvantaged position relative to men in their capability to participate in, contribute to and benefit from the broader processes of development³. This however have not deterred women from continuing to fend for their families by engaging mostly in petty trading and agricultural activities. Most of the agricultural activities of women in Somalia is based on a subsistence basis. According to FAO⁴ the dominant agricultural enterprises in Somalia as carried out in the four agricultural zones in Somalia include maize, sorghum, livestock herding, cowpeas, sesame cash crops and livestock production. The production of orange flesh sweet potatoes is a relatively new agricultural activity in Somalia.

According to International Potato Center (IPC) the Orange Fleshed Sweet Potato is a Superfood due to its rich vitamin content. IPC further elaborates that OFSP roots in Sub Saharan Africa are consumed boiled, steamed or fried and can be processed into many different products, including bread, biscuits, and juices. Sweet potato vines are also an excellent complementary feed for dairy animals and pigs. Chopped sweet potato vines and roots can be combined with molasses or other crop residues and fermented to make silage and thus, providing feed for livestock during the dry season. The sweet potato leaves can also be consumed.

UN Women proposes to engage a partner that will work with at least 200 Households in Somalia to focus on the Orange Fleshed Sweet Potato (OFSP) crop that is drought resistant hence suitable for planting even with minimal rainfall hence, a resilient crop that adapts to the changing climate which is the goal of climate smart agriculture. UN Women will also be looking at agricultural technologies for climate smart agriculture that will improve productivity of the OFSP at the farm level and make agriculture in Somalia more resilient to climate change. The project will be implemented in Baidoa due to its increased number of internally displaced persons. OCHA reports

³ UNDP (2013) *The Role of Somali Women in the Private Sector*
<http://www.so.undp.org/content/dam/somalia/01790%20Role%20of%20Somali%20Women%20in%20Private%20Sector-New.pdf>

⁴ <http://www.fao.org/somalia/programmes-and-projects/agriculture/en/>

that in 2017 in Baidoa, more than 7,000 people arrived in the first three weeks of January in search of water and food, having travelled by foot, in donkey carts and trucks⁵. Thus, agricultural interventions are required to take care of the increased population in the region.

Previously, UN Women through women's economic empowerment, has been engaged in Somalia to create sustainable employment opportunities to women and girls in IDP camps.

2. Description of required services/results

The overall objective of the initiative is to develop a climate smart agriculture project in Somalia that promotes sustained increase in productivity with the target crop being the OFSP and provide technologies to adopt for women increased agricultural productivity.

The Assignment

UN Women Regional Advisor for Climate Smart Agriculture in the Regional office for Eastern and Southern Africa will be the focal point for the engagement with the Partner. Other units in UN Women Regional Office and/or relevant country offices will provide technical support as deemed necessary. The initiative should cover Somalia. .

Specifically, the Partner will be tasked with the following:

1. Identifying and supporting at least 200 Households to grow and produce Orange Fleshed Sweet Potato
2. Provide agricultural technologies for climate smart agriculture that will improve productivity of the OFSP and contribute to mitigation of climate change.
3. Provide Business Development Skills training to the targeted beneficiaries

Outputs

Key outputs for the partnership are:

- Production of OFSP increased;
- Uptake of CSA technologies for production of OFSP increased;
- Capacities of women farmers in business development enhanced.

Results-Based Budget

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 and reflect to extent possible actual costs of planned activities, while avoiding under-budgeting.
- 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 should therefore not be part of the funding request.

⁵ [Somalia Operational plan for famine prevention](#)

- 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.

OUTCOME 4.3: The socio-economic recovery and political participation of women and girls are promoted in post-conflict situations

Output 4.3.3 Women benefit from peacebuilding and recovery efforts	Indicators: UN Women Indicator 4.3.3.11: Create income generating opportunities using CSA for 1,000 women and girls in IDP camps and within 200 households	Baselines	Targets	Means of verification	Risks & Assumptions
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Activities (please insert rows as appropriate)

Expenditure category	Year 1, [local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Service Contracts (if any)				
5. Other costs ⁶				
6. Incidentals				
7. Other support requested				

⁶ "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

8. Contingency (max. 5%)				
Total Cost for Output 4.3.3:				

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

The initiative will be on-going over a one-year period: from March 2019 to February 2020.

4. Competencies:

a. Technical/functional competencies required;

The project team members should have the following experience;

- Proven and demonstrable relevant experience of not less than 7 years, including demonstrable experience in gender equality programming;
- Demonstrated (previous) experience in carrying out country projects. Previous experience in Somalia will be preferred;
- A Postgraduate degree in development studies, international relations, political science, demography, policy and data analysis, social science or another related field;
- Understanding of UN, including development issues;
- Ability to be flexible and respond to changes to the proposal as part of the review and feedback process
- Demonstrated ability to meet deadlines and work under pressure;
- Strong interpersonal and communication skills;
- Can work independently and as part of a team;
- Results-oriented;
- Excellent analytical skills
- Strong interpersonal skills, able to communicate and work with diverse people at regional and country office level.

Annex B1-1

Call for proposal

Description:

CFP No.

Proposal/no proposal confirmation form

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

Date:

To: UNWOMEN

Email:

From: _____

Subject _____

YES, we intend to submit an offer.

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

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

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

Annex B1-2

Call for proposal

Description of Services:

CFP No.

Mandatory requirements/pre-qualification criteria

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

a. Mandatory requirements/pre-qualification criteria	b. Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least three customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2: Reference #3:
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 ⁷	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

⁷ In exceptional circumstances three years of history registration may be accepted and it must be fully justified.

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 email with email subject line as follows:

CFP No (_____) - (Name of Proponent) - Technical proposal

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

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

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"> • proposed staffing (number and expertise) for the services to be delivered; • 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 	
3	8	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> • Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation • Overall governance/management structure of the proponent organization 	
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: (currency)

The entire Price Proposal must be placed in a separate email/attachment

When submitting by email, the email subject line should read:

CFP No (_____) – (Name of proponent) - Financial proposal

- c. The completed Financial Proposal Submission Form constitutes Proponent's Financial Proposal and fully responds to Request for Proposal No **Error! Reference source not found.** 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		

