

ANNEX B2 - CALL FOR PROPOSALS (CFP)

Leadership Political Participation and Governance (LPPG) Section

CFP No. CFP/WLPP 2018/03 on Increasing Women's Political Participation and Leadership through Media Sensitization and Communication

Section 1 – CFP letter

UN Women plans to engage an (Implementing Partner/Responsible Party) as defined in accordance with these documents. UN Women now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN Women Terms of Reference. Proposals must be received by UN Women at the address specified not later than (time) **23.59 hrs on April 19, 2019**.

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

CFP section 1: CFP letter (this document)

CFP section 2: Proposal data sheet

CFP section 3: Instructions to proponents

CFP section 4: UN Women 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:
erasmina.massawe@unwomen.org



Call for Proposal (CFP)

CFP No. CFP/WLPP 2018/03 on Increasing Women's Political Participation and Leadership through Media Sensitization and Communication

Section 2: Proposal data sheet

Program/Project: **Increasing Women's Political Participation and Leadership through Media Sensitization and Communication**

Program official's name: **Increasing Women's Political Participation and Leadership through Media Sensitization and Communication**

Erasmina Massawe

Email: erasmina.massawe@unwomen.org

Telephone number: **+255 742 486 153**

Issue date: **March 22, 2019**

Requests for clarifications due

Date: **April 1, 2019** (via e-mail) erasmina.massawe@unwomen.org

Time: **16:00hrs (EAT)**

UN Women clarifications to proponents

Date: **April 5, 2019**

Time: **16:30hrs (EAT)**

Proposal due

Date: **April 19, 2019**

Time: **23:59hrs (EAT)**

Planned award date: **May 10, 2019**

Planned contract starts date / delivery date (on or before): **May 20, 2019**

Call for Proposal (CFP)

CFP No. CFP/WLPP 2018/03 Increasing Women's Political Participation and Leadership through Media Sensitization and Communication

Section 3: Instructions to Proponents

1. Introduction

- 1.1 UN Women invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for (Civil Society Organisation/Non-Governmental Organisations).
- 1.2 A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3 UN Women may, at its discretion, cancel the services in part or in whole.
- 1.4 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN Women may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6 Effective with the release of this CFP, all communications must be directed only to UN Women, Erasmina Massawe, Programme Specialist, Leadership Political Participation and Governance Section by email at erasmina.massawe@unwomen.org Proponents must not communicate with any other personnel of UN Women regarding this CFP.

2. Cost of proposal

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

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in 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 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 UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women 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 UN Women response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

5. Amendments to CFP documents

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

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

6. Language of proposal

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

7. Submission of proposal

7.1. Technical and financial proposals should be submitted 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, UN Women 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 email address: procurement.tanzania@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 UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time may be rejected.

7.3. When receiving the proposal 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 UN Women inbox. UN Women 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 UN Women 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 UN Women after the deadline for submission of proposals prescribed in this document, may be rejected.

8. Clarification of proposals

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

9. Proposal currencies

All prices shall be quoted in **TZS – Tanzanian Shillings**

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

Regardless of the currency of proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal above (section 9).

10. Mandatory/pre-qualification criteria

- 10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 10.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

11. Evaluation of technical and financial proposal

a. PHASE I – TECHNICAL PROPOSAL (70 points)

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

	Technical description and appropriateness/adequacy of approach	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 required • relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	15 points

	<p>Governance and management capacity: (See Capacity Assessment Checklist)</p> <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 	8 points
	<p>Financial and administrative management capacity: (See Capacity Assessment Checklist)</p>	7 points
	TOTAL	70 points

b. 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:

$$\text{Points} = \frac{\text{Financial}}{\text{A/B}} \text{ Points}$$

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

12. Preparation of proposal

- 12.1 You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.
- 12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UN Women stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.
- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where

appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services 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)
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13. Format and signing of proposal

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

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

14. Award

- 14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UN Women reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UN Women will promptly notify the unsuccessful proponents.
- 14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.
- 14.3 The award will be for an agreement with an original term of **one year** with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

Section 4: UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

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 center 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.

Building on lessons learned and best practices from the implementation of Women's Leadership and Political Participation Project, (WLPP) Wanawake Wanaweza Phase I (2014-2016) UN Women is now implementing the second phase of the project, Women's Leadership and Political Participation Project, (WLPP) Wanawake Wanaweza Phase II (2018-2021). The Project is in line with the United Nations Development Assistance Plan (UNDAP)¹ II outcome "Women and girls increasingly participate in political and public life and are elected to leadership position", the UN Women Tanzania, Country Strategic Framework 2017 – 2021; the UN Women Flagship Programme Initiative²: *Women's Political Empowerment and Leadership*, as well as, national gender policy, the SDGs (in particular, Goal 5 'Achieve Gender Equality and Empower all Women and Girls'), CEDAW, and other international and regional commitments. UN Women Tanzania's approach to promote women's leadership and political empowerment through WLPP II adheres to an election cycle approach within a broader democratic agenda, allowing for better identification of needs and advanced planning.

Women's political under-representation is due to the combined effect of institutional and structural constraints, as well as cultural and attitudinal barriers that suggest women should not have a role in public life. Limited endowments of women and girls (in terms of health, education

¹ The UNDAP II refers to the United Nations Joint Development Assistance Programme to the Government of the United Republic of Tanzania for the period of 2016 to 2021.

² UN Women has developed a series of flagship programmes globally to deepen its efforts and achieve transformative results. These high-impact, scalable initiatives build on and supplement UN Women's ongoing programming work. Using a human-rights-based approach focused on strengthening the voice of women and girls, they seek to remove structural barriers to gender equality and women's empowerment. Each programme is guided by international human rights treaties and contributes to achieving UN Women's Strategic Plan.

and assets), social norms about gender roles limit women's participation. These norms keep women largely responsible for domestic work and child care even when they work outside the home; reduce women's mobility and ability to network; reinforce inequality through gender based violence and a restriction of women's choices; and perpetuate legal discrimination. These same norms limit women's representation in politics and government. They devalue the important contributions that women can make to decision-making and in setting the policy direction of a country and hamper democratic development.

Numerous researches have stipulated that electorates and media organizations perpetuate negative gender-based stereotypes rather than showcase positive examples or the benefits of women's participation for all. Indeed, the world over, stereotyping and traditionally prescribed gender roles foster views of women as unqualified for political office. 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. Equally important is media monitoring from a gender perspective to establish the extent to which women and men are equally and accurately covered by the media in the political and election processes.

b. General Overview of services required/results

Through this Call for Proposals, UN Women seeks proposals from organizations in **Mainland** with track record in gender, media and communications to design and implement interventions that aim at transforming gender norms so that media promotes positive portrayal of women in various processes including reporting and designing of gender responsive Programmes. This will 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, media and communications are invited to submit proposals to design and implement interventions to transform gender norms so that women are accepted as legitimate and effective leaders particularly through increased capacity of media personnel (including mainstream and community media), and implementing campaigns that sensitize the media and electorate on the need for women in public life at all levels. In addition, the organization should Set up gender and media monitoring mechanism to lead media institutions and other actors to establish the extent to which women and men are covered by the media in the political and election processes.

The envisioned proposals will contribute to the following results:

Outcome 1.3: Increased capacity of the media to promote positive portrayal of women leaders and gender equality as a social goal:

1.3.2A Outcome Indicator: # of media outlets and journalists that attest to increased capacities to promote positive portrayals of women leaders and gender equality as a social goal.

Output 1.3.2.9: Provide training for media outlets on gender sensitive programming and reporting on women’s leadership.

Indicator 1.3.2: # of media outlets and journalists that report and attest increased capacities on gender responsive media coverage

Indicator 1.3.3: Gender and Media monitoring in place

Through a combination of gender targeted initiatives, promote the importance of women’s leadership and political participation through eliminating the public broadcast of discriminatory discourses and narratives that perpetuate women’s exclusion from political decision-making as well as engage media, to promote the positive portrayal of women leaders as well as sensitization and capacity building of media agencies (community and mainstream radios, newspapers, TV, etc.). Through media monitoring mechanism to enable analysis of the extent to which women and men are covered by the media in the political and election processes.

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

A term of one year starting date being July 2018 and completion of services June 2019.

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 through increasing capacity of the media professionals to promote the role of women in leadership and political participation as a social goal and developing campaigns that sensitize the media and electorates on the need for women in public life at all levels;
- Extensive experience in promoting gender equality and women’s leadership and empowerment through media and communications
- Experience in engaging with media to advancing women’s rights and gender equality including on leadership and political participation;
- Experience and proven track record/credibility and capacity 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

- Staff (both Programme and Finance) with good experience, necessary skills and knowledge for effective delivery of the services.

b. Other competencies, which while not required, can be an asset for the performance of services

- Adoption of a rights based approach in all its work
- Establishment of strategic partnerships with key actors from the Government, civil society and community organizations and groups
- Inclusive and multi-sectoral approach to transform gender norms in media and community level.

Annex B2-1

Call for proposal

Description:

CFP No. CFP/WLPP 2018/03 on Increasing Women’s Political Participation and Leadership through Media Sensitization and Communication

Proposal/no proposal confirmation form

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

Date:

To: UN Women

Email:

From: _____

Subject _____

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for

Proposal due to the reason(s) listed below:

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

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

Annex B2-2

Call for proposal

Description of Services:

CFP No. WLPP TZ 2018/002 on Increasing Women’s Political Participation and Leadership through Media and Community Sensitization

Mandatory requirements/pre-qualification criteria

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

a. Mandatory requirements/pre-qualification criteria	b. Proponent’s response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must	Yes/No



United Nations Entity for Gender Equality
and the Empowerment of Women

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	
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. CFP/WLPP 2018/03 on Increasing Women’s Political Participation and Leadership through Media Sensitization and Communication

Template for proposal submission

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete form Annex B2-1 and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex 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 ³				
6. Incidentals				
7. Other support requested		..		
8. Contingency (max. 5%)				
Total Cost for Result 1				

³ "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

Annex B2-4

Call for proposal

Description of Services:

CFP No. CFP/WLPP 2018/03 on Increasing Women’s Political Participation and Leadership through Media Sensitization and Communication

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. CFP/WLPP 2018/03 on Increasing Women’s Political Participation and Leadership through Media Sensitization and Communication

**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	



United Nations Entity for Gender Equality
and the Empowerment of Women

Two references	Mandatory	
Past reports to clients / donors for last 3 years		