**CALL FOR PROPOSALS (CFP)**

**Call for Proposal to promote women access to productive resources and finances along climate resilient agriculture in Kigoma Region**

Section 1 – CFP letter

UNWOMEN plans to engage an (Civil Society Organisation/Non-Governmental Organisations) 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 23.59 hrs on July 10, 2019.

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

CFP section 1: CFP letter (this document)

CFP section 2: Proposal data sheet

CFP section 3: Instructions to proponents

CFP section 4: UNWOMEN Terms of Reference

CFP forms to be returned (mandatory):

Annex B2-1 Proposal

Annex B2-2 Mandatory requirements/pre-qualification criteria

Interested proponents may obtain further information by contacting this email address: emile.mwakatundu@unwomen.org

Call for Proposal (CFP)

**CFP No. WEE TZ 2019/001**

Section 2: Proposal data sheet

Program/Project: **Call for Proposal to promote women access to productive resources and financial services along climate resilient agriculture in Kigoma Region**

Program official’s name: Emile Kivugo Mwakatundu

Email: emile.mwakatundu@unwomen.org

Issue date: May 31, 2019

Requests for clarifications due

Date: July 03, 2019

(*via e-mail*) emile.mwakatundu@unwomen.org

Time: 23:59 hrs (EAT)

UNWOMEN clarifications to proponents due [if applicable]

Date: July 03, 2019

Time: 16:30 hrs (EAT)

Proposal due

Date: July 10, 2019

Time: 23:59 hrs

Planned award date: July 17, 2019

Planned contract start date/delivery date (on or before): July 22, 2019

Call for Proposal (CFP)

**CFP No. WEE TZ 2019/001**

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 (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. UNWOMEN may, at its discretion, cancel the services in part or in whole.

1.4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.

1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

1.6. Effective with the release of this CFP, all communications must be directed only to UNWOMEN addressing Emile Mwakatundu, WEE Programme Analyst, by email at emile.mwakatundu@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP. APPLICATION MATERIALS MAY NOT BE SENT TO THIS EMAIL ADDRESS.

1. **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.

1. **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.

1. **Clarification of CFP documents**

A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on page 1. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

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

1. **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.

1. **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.

1. **Submission of proposal**
	1. A single proposal that contains information about the technical approach, capacity, and budget (financial) to be submitted as one document. The proposals should be sent by email to the following secure email address: cfp.tanzania@unwomen.org .
	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.
	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 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.
	4. Late proposals: Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.
2. **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.

1. **Proposal currencies**

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

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.

1. **Mandatory/pre-qualification criteria**
	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.
	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.
2. **Preparation of proposal**
	1. Applicants 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.
	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.
	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.
	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.
3. **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.

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

Call for Proposal (CFP)

**REF: CFP No. WEE TZ 2019/001**

Section 4: UN Women Terms of Reference

UN-Women Tanzania Country Officeinvites NGOs and CSOs for the following:

|  |  |
| --- | --- |
| **Call objective:** | To economically empower women farmers by removing financing barriers and increasing their capacities to invest in climate-resilient agriculture in Kigoma Region. |
| **Duration** | One year  |
| **Organizational Unit** | UN Women Tanzania Country Office – Women’s Economic Empowerment (WEE) |
| **Geographic Area of Implementation** | Kasulu, Kakonko and Kibondo Districts in Kigoma Region |

**Background/Context:**

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, 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 the Tanzanian Government’s priorities and efforts while building effective partnerships with civil society and other relevant actors.

Closing the gender gap in agriculture in the context of a changing climate would benefit women and increase the wellbeing and resilience of society. According to a UN Women study on the factors driving the gender gap in agricultural productivity, women face difficulties to secure investment capital since few women possess the formal land titles required to obtain loans. If women had the same access to productive resources as men, they could increase yields on their farms by 20–30 percent. This could raise total agricultural output in developing countries by 2.5 to 4 percent, which could in turn reduce the number of hungry people in the world by 12– to 17 percent (FAO, 2011).

Only 37 percent of 161 countries analyzed do women and men have equal rights to own, use and control land. Women’s access is also restricted to other productive resources (energy, water, pasture, forests, agricultural inputs, credit and savings, agricultural extension services, information, technology and markets), limiting their rights, potential and wellbeing – as well as capacities to build climate resilience. Women farmers are at the forefront of coping with the impacts of climate change, natural disasters and post-conflict situations. When alternative sources of food and income need to be found, for example during droughts, floods and other extreme or chronic weather events, the burden of additional work often falls on women and further adds to their unpaid care burdens. Lack of appropriate infrastructure, technologies and financial services further restricts their ability to adapt to shifting agricultural constraints and opportunities in a changing climate. Women farmers are at risk of being trapped in a downward spiral as they confront climate change given insufficient public and private investment in building community and productive resilience (UN World Survey on Role of Women 2014).

In Tanzania women make up over 50% of the population and workforce and own over half (54%) of the country’s micro and small enterprises, but their contribution in economic activity, growth and financial well-being is far below their potential. Although women’s contribution in the agriculture sector is substantive and vital, gender-based inequalities in access to and control of productive and financial resources inhibit agricultural productivity and undermine resilience and sustainability efforts.

According to FinScope Tanzania report, there has been overall improvements in financial inclusion from 44% in 2009 to 65% in 2017. However, there is gender gap of 10% between men and women accessing formal financial services. While financial services are considered to provide women with the means to control own finances, invest in businesses, acquire productive resources and capital, rural women are still lagging in accessing finances.

Under its mandate to support the Tanzanian Government’s achievement of the Sustainable Development Goals (SDGs) gender-related targets in general and in particular SDG 5 with a focus on addressing gender-based inequalities to increase economic opportunities and access to productive resources for women of all ages, UN Women Tanzania is pleased to announce a **Call for Proposals** for Local Civil Society Organizations (CSOs), Community-Based Organizations and Non-Government Organizations (NGOs) with innovative and high impact programmes on the advancement of gender equality, and the promotion of women’s economic rights in Kasulu, Kakonko and Kibondo Districts in the Kigoma Region. The project seeks to close the gender gap by promoting women access to productive resources and finances along climate-resilient agriculture**.** The project aims to strengthen women’s entrepreneurial and financial capacities.

**Programme Focus**

Through this Call for Proposals, UN Women seeks proposals from women-led NGOs or NGOs with strong track record in advancing Gender Equality and the Empowerment of Women and a track record in increasing women’s farmers access to finance.

The objectives of the program are: 1) Women have access to affordable and safe finance, appropriate financing services and products, business skills 2) Women will have increased capacity to invest in climate-resilient agriculture through access to productive resources such as land, finances, information and technology.

Through this call for proposals UN Women invites applications from local NGOs and CSOs with a strong track record in gender equality and the women’s economic empowerment. Such organisations will have a proven capacity to develop and implement a programme that aims to increase women’s entrepreneurship skills, access to finances and financial inclusion in climate-resilience agriculture in the Kasulu, Kakonko and Kibondo Districts in the Kigoma Region.

**Proposed Interventions**

The overall objective of the project is to empower women farmers economically to improve agricultural productivity and household livelihoods. Specifically, the project aims to 1) engage public and private financial institution to provide credit to women farmers and 2) provide women with skills to access financial institutions and own financial resources by improving and targeting access to training, peer to peer learning, and skills development.

The project is aligned with UN Women’s Development Results Framework and Impact Area 2: “Women, especially those living in poverty and vulnerability, are economically empowered and enabled to reap the benefits of development”. The project contributes to the UN Joint Programme in Kigoma Region and a close partnership with Kigoma region and district authorities.

The envisaged two (2) key components (outputs) to be implemented by either one or more organizations or in partnership in which case they will have to show proof of the partnership at the time of submitting the proposals and clear indication of responsibilities/lead role. The fund for this proposal will cover 1-year period and interested local CSOs/NGOs are expected to submit proposals covering this period.

With an overall outcome of “Empowering women farmers by removing financing barriers and increasing their capacities to invest in climate-resilient agriculture in Kigoma Region”,proposals should address two (2) components below:

***Component 1: Women have access to affordable and safe finance, appropriate financing services and products and business skills***

***Component 2: Women will have increased capacity to invest in climate-resilient agriculture through access to productive resources such as land, finances, information and technology***

The Call for Proposals encourages innovative approaches and partnerships to economically empower women by strengthening women’s access to finance. Such initiatives will focus on enhancing women farmers’ entrepreneurial and financial capacities and use of technology to increase access to financial resources.

The Call for Proposals encourages NGOs that have a proven capacity to develop and implement economic empowerment programmes for women farmers and cooperatives with a focus on technical capacity building in financial inclusion and entrepreneurship by targeting the Kigoma Region. The Call for Proposals includes fostering an enabling environment and building awareness of government, communities and public and private sector organizations to extend credit and financial facilities and services to women.

The projects chosen for implementation under this Call for Proposals will be undertaken as components of the UN Women Strategic Note, while thematically informed by the Women’s Economic Empowerment (WEE) Results Framework.

**Technical Assistance**

**Technical assistance**: Successful applicants will also benefit from the following support from UN Women Tanzania Country Office as follows:

* Package of monitoring and technical support services
* Impact tracking through Results Based Management Support, UN Women technical knowledge and best practices on Women Economic Empowerment

**Eligible Programme Proposal**

* An overall thematic focus on advancing gender equality and women’s economic empowerment.
* A 1-year implementation schedule
* Geographical implementation will be in Kasulu, Kakonko and Kibondo in Kigoma Region.
* The proposal should be from NGO with track record on gender equality and women’s economic empowerment programming

Please note: All applicants are advised to review UN Women’s website to familiarize themselves with the organizations’ strategic priorities [www.unwomen.org](http://www.unwomen.org)

**Application and selection process**

**Who can apply?**

* **Local NGO’s/CSOs with over ten years’ experience in enterprise development and particularly on** women’s agricultural and entrepreneurship development that are legally registered in Tanzania, that have specialised knowledge, expertise and track record of working in women’s economic empowerment.
* **Legal status:** Applicantsmust have valid legal status with the Government of Tanzania. **(A valid Certificate of Registration is required)**
* **Gender equality focus:** Applicants must demonstrate experience implementing programmes that advance gender equality and economic empowerment of women farmers through an organizational resume or CV of past implementing experience and areas of expertise. **(Documents required)**
* **Audit reports:** Applicant must have certified audit reports for 2-3 previous fiscal years i.e. 2014, 2015 and 2016 **(Audit reports required)**
* **Endorsement:** Applicants must submit at least one Letter of Endorsement from a gender equality or women’s empowerment mechanism, governmental authority on gender equality, or other multi-stakeholder institution (including UN offices other than UN Women). Please note: To ensure fairness, Letters of Endorsement by UN Women offices will not be accepted. (**Letters of Endorsement required).**

**Experience on WEE programming**

* Extensive experience in implementing programmes with focus on women’s economic empowerment, with particular focus on financial inclusion with a gender lens; informal and micro enterprise development; technical and business skills development; economic rights of women.
* Experience on similar programmes such as financial inclusion, Climate Resilient Agriculture and business skills.
* Experience working women farmers and women entrepreneurs in the target districts in Kigoma Region
* Have presence (an office with staff capacity) in the target districts. Alternatively, applicants should demonstrate that they have existing partnerships or will establish partnerships with CSOs/NGOs based in the target districts. In such cases, applicants will indicate potential partnerships and will subsequently need to enter into an MoU as part of this engagement.

**Important notes:**

* Proposals should ideally reflect partnerships among civil society organisations and Government institutions. Special attention will be paid to organizations with a demonstrated record of working with local women’s organizations especially grassroots women’s organizations, women cooperatives and specialised WEE networks in Kigoma region.
* Proposals from more than one organization or entity must clearly indicate which organization will take lead responsibility for project management and contractual obligations.
* UN Women will sign contracts with and disburse funds to the applicant organization only.
* Eligible organizations currently partnering with UN Women may apply under this call for proposals.

**Non-eligible applicant organizations**

The following are **NOT eligible** to apply to this call for proposals:

* Government agencies or institutions
* UN agencies
* Bilateral or multilateral organizations, financial institutions, development agencies
* Private sector entities
* Private individuals
* CSOs not focused on gender equality and women’s empowerment

**Evaluation Criteria**

Proposals passing the eligibility criteria (see above) will be scored against the following:

1. **Relevance of the proposal (30 points)**
	1. Vision for structural change in a relevant thematic area
	2. Quality of the context analysis and gender assessment
	3. Relevance of strategic priorities to entry points for programming in this area
2. **Implementation strategies (40 points)**
	1. Linking local implementation to the UN Joint Programme for Kigoma Region 2017-2021, National development frameworks, Regional and International Commitments, especially in the context of CEDAW, the National Five-Year Development Plan (FYDP II 2016/17 – 2020/21) and Agriculture Sector Development Plan Phase two (ASDP II); Gender Policy; National Strategy for Gender Development; National Financial Inclusion Framework; Sustainable Development Goals
	2. Adoption of a human rights-based approach
	3. Establishment of strategic partnerships with key actors from the Government, women’s organizations, community-based organisations, traditional leaders
3. **Added value elements (30 points)**
	1. Innovation and ICT
	2. Evidence based interventions
	3. Development of sustainability strategies

Successful proposal(s) will be expected to be further developed as a Programme Document meeting UN Women standards and formatting requirements, with support from UN Women staff as required, to include high‐quality standards of programme strategy, monitoring and evaluation

Plans, results and resource framework, budget, etc.

**Submission details**

All submissions should be delivered through email address.

**All proposal MUST be submitted through email** **cfp.tanzania@unwomen.org** **with subject line “REF: CFP No. WEE TZ 2019/001 – Call for Proposal to promote women access to productive resources and finances along climate resilient agriculture in Kigoma Region”.**

All proposal applications without subject line indicating “**REF: CFP No. WEE TZ 2019/001 - Call for Proposal to promote women access to productive resources and finances along climate resilient agriculture in Kigoma Region” will be rejected.**

Applicants are expected to submit proposals in accordance with the guidelines for Call for Proposals using the Proposal submission templates below which are also found as Annexes to this Call for Proposals:

UN Women will support interventions from eligible Organizations for one year.

Call for Proposals should be submitted in English. The proposal currency shall be Tanzania Shillings (TZS).

Budget distribution between Programme and Administration/Operations should be 70:30 %.

**Deadline**

The Call for Proposals will be open until **July 10, 2019 23:59 hrs (Tanzanian Time).** UN Women will acknowledge receipt of the applications through a confirmation e‐mail. Only those short listed shall be considered and further contacted.

**Proposals received after the deadline will not be considered.**

Proposals will be selected in accordance with the procedure set out in the UN-Women Rules and Regulations.

**This Call for Proposals does not entail any commitment on the part of UN-Women, financial or otherwise. UN-Women reserves the right to accept or reject any or all Call for Proposal without incurring any obligation to inform the affected applicant/s of the reasons.**

**Note:** Organizations that had responded to an earlier UN Women Request for Proposal on WEE should re-submit following the guidelines specified in this Call for Proposals.

**ANNEX B2-1 - CALL FOR PROPOSALS (CFP) TEMPLATE**

**REF: CFP No. WEE TZ 2019/001**

**Section 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)

**Section 2: Expected Results and Indicators** (max 1.5 pages)

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

* The **problem statement** or challenges to be addressed given the context described in the TOR.
* The specific **results** expected (e.g., outputs)through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. If not provided in the TOR, the expected results should have corresponding indicators, baselines and targets. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

**Section 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 Section 4.

**Section 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  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**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

**Section 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

**Section 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]** | **Year 2, [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 B2-2**

**Description of Services:** Call for Proposals- UN Joint Programme for Kigoma region 2017-2021

**CFP No. WEE TZ 2019/001**

**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.

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

1. [↑](#footnote-ref-1)