**Annex B**

**Call for Proposal (CFP) Template FOR “Ring road and Gender”**

**(For Civil Society Organizations- CSOs)**

**Section 1**

**CFP No. (To be filled in by UN Women)**

1. **CFP letter for Responsible Parties**

UNWOMEN plans to engage (Responsible Parties) 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 UNWOMEN at the address : [cameroon.submissions@unwomen.org](mailto:cameroon.submissions@unwomen.org)**\_** ; copied [emmanuel.ateba@unwomen.org](mailto:emmanuel.ateba@unwomen.org) not later than 15th March 2024.

**The budget range for this proposal should be** [see table below]

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Localities** | **Min Amount** | **Max Amount** |
| 2024 | Bamenda 2, Bamenda 3, Tubah, Ndop, Babessi, Jakiri, Kumbo, Nkum, Ndu, Nkambe, Misaje, Belo, Fofonka, Zhoa, Wum, Bemakuma and Bafut | $22,430.5 | $134,583 |
| 2025 | Bamenda 2, Bamenda 3, Tubah, Ndop, Babessi, Jakiri, Kumbo, Nkum, Ndu, Nkambe, Misaje, Belo, Fofonka, Zhoa, Wum, Bemakuma and Bafut | $44,156.082 | $110,388.87 |

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| --- | --- |
| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by proponents and returned with their proposal (mandatory)** |
| **Section 1** | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| 1. CFP letter for Responsible Parties 2. Proposal data sheet for Responsible Parties 3. UN Women Terms of Reference   **Annex B-1** Mandatory requirements/pre-qualification criteria | **Annex B-2** Template for proposal submission  **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |
| **Section 2** |  |
| 1. Instructions to proponents |  |
| **Annex B-2** Template for proposal submission |  |
| **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |  |

Interested proponents may obtain further information by contacting this email address: [emmanuel.ateba@unwomen.org](mailto:emmanuel.ateba@unwomen.org),

1. **Proposal data sheet for Responsible Parties**

|  |  |  |
| --- | --- | --- |
| **Program/Project:**  “STRENGTHING THE ECONOMIC POWER OF WOMEN LIVING ALONG THE RING ROAD : BAMENDA-NDOP-KUMBO-NKAMBE-WUM-BAFUT-BAMENDA AS PART OF THE TRANSPORT SECTOR SUPPORT PROGRAMPHASE III » (2022-2024) | **Requests for clarifications due:** | |
|  | **Date: 10-03-2024** | **Time: 04:30pm** |
| **Program official’s name: Mr. Emmanuel Marie Ateba** | **(via e-mail)** [cameroon.submissions@unwomen.org](mailto:cameroon.submissions@unwomen.org)**\_** | |
|  |  | |
| **Email:** [emmanuel.ateba@unwomen.org](mailto:emmanuel.ateba@unwomen.org) | **UNWOMEN clarifications to proponents due: [if applicable]** | |
|  | **Date:12-03-2024** | **Time:04:30pm** |
| **Telephone number:** +237699882336 |  | |
|  | **Proposal due:** | |
| **Issue date: 14th February 2024** | **Date: 15-03-2024** | **Time:04:30pm** |
|  |  | |
|  | **Planned award date:** | **30-03-2024** |
|  |  |  |
|  | **Planned contract start-date / delivery date (on or before):** | |
|  | **01-05-2024** | |

1. **UN Women Terms of Reference**

|  |
| --- |
| 1. **Introduction [please specify]**   a.Context for services/results required  UN Women, 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.  In Cameroon, UN Women is implementing its New Strategic Note for the period 2022-2026, which focuses on four impact areas (Governance and Participation in Public Life; Economic Empowerment and Resilience; Ending Violence Against Women and Girls; Peace and Security, Humanitarian Action and Disaster Risk Reduction).  Specific to Women Economic Empowerment, UN Women Cameroon Country Office has been funded by the Government of Cameroon to implement a project titled “**Ring Road and Gender”** that seeks to improve the productivity and reduce time and labor burdens of women, promote opportunities for women farmers to participate in, and move up the green value chain, develop context specific, affordable and scalable learning, entrepreneurship and employment pathways for empowering women living along the ring road. This project covers the entire ring road (375km) involving 6 divisions starting from Bamenda, Ndop, Kumbo, Nkambe, Misaje, Mungong, Kimbi, Nyos, Weh, Wum, Bafut and Bamenda. It targets 3,850 women as direct beneficiaries; 140 cooperatives/women's organizations/CIGs and 30,000 women as indirect beneficiaries) all located along the stretch of the road. It includes several connections to the Nigerian border, notably from Misaje.  It is structured around four components, namely (i) road works; (ii) related facilities and support for women and youths; (iii) institutional support; and (iv) programme management and coordination.  This project is to be implemented with different stakeholders including MINTP, MINPROFF, MINAS, MINADER, MINEPIA, MINCOMMERCE, Local councils, other civil society organizations operating in the North West region.  To be able to achieve the objectives of the project, Civil Society Organization (CSO) or local Non Government Organizations (LNGO) shall be selected to join UN Women in the implementation of the project. This is because some of these organizations have access into the hard to reach communities where UN Women staff may have limited access. Secondly because their mandates are similar to that of UN Women, hence the opportunity to work with them for a greater impact to be felt in the communities. And lastly to be able to build synergies and partnership for greater impact to vulnerable community members. Therefore CSO shall be expected to apply to implement in ONLY one Division amonst Donga Mantung, Bui, Mezam, Ngoketunjia, Boyo, Menchum. CSO are therefore advised to apply to work in the Division they have access and master the terrain very well.  The project aims that By 2024, the economic status and living conditions of the women living along the road are improved through the development of income-generating.It has four output as follows  **Output 1:** Rural women in the project area increase their production and productivity for food security and nutrition  **Output 2:** Rural women in the project's area of influence benefit from processing and storage equipment and facilities to alleviate the burden of work, post-harvest losses and poor sales.  **Output 3:** Rural women economic operators in the project's area of influence access markets for the sale of their products through solid partnerships with public and private stakeholders  **Output 4:** Coordination, monitoring-evaluation, communication and reporting  **Monitoring** - Monitoring will be a continuous process occurring throughout the project’s life span. Ongoing monitoring will be led by the UN Women in collaboration with implementing partners and other stakeholders including beneficiaries. The monitoring tools and system will be designed to focus on upward accountability (i.e. towards the donor, humanitarian partners) and downward accountability, including accountability to affected populations and crisis affected women and girls in particular (i.e. towards project beneficiaries and primary stakeholders). A logical framework including outcomes and outputs indicators has been developed for the proposed project, which will be used to measure the extent to which outcomes and outputs have been achieved. The project work plan will be used to measure how well activities have been implemented and whether these contribute to the overall achievement of project objectives. As part of continuous monitoring throughout project implementation, UN Women and partners will ensure the collection of sex and age dis aggregated data (SADD), which will be inclusive to the extent possible of data on women and girls with disabilities. SADD will be used to inform project direction towards being more inclusive and sensitive to addressing gender-based vulnerabilities and risks.  UN Women and partners will employ various M&E tools applying their internal oversight mechanisms including the internal monitoring and reporting mechanisms. UN Women and partners will regularly convene project teams’ meetings, field visits and discussions with relevant clusters to assess progress against set results.  UN Women will utilize a mix of existing and newly created feedback and complaint mechanisms in the implementation of this programme:  Existing Complaints Committees made up of majority women and led by them will be strengthened to help monitor the implementation of the project with an anonymous complaints mechanism that will be addressed to UN Women through a toll-free number that will be communicated to the beneficiary populations.  **PSEA**  UN Women applies various measures to prevent sexual exploitation and abuse. For example, as per the standard policy of UN Women, it is essential to complete a check on the partners, suppliers and service providers on PSEA. Any entity and/or individual who are rated negative in the check, will be disqualified and be excluded from future partnerships.  During the period of implementation, a toll-free number will be communicated to the beneficiary populations to report cases of Abuse and Sexual Exploitation. Identified cases will be treated according to standard operational procedures in the matter.  **Protection**  This proposal mainstreams protection by ensuring the following 4 elements in all programming: 1) prioritizing safety and dignity, 2) arranging for meaningful access of women and girls to women economic empowerment related services and information 3) setting up accountability mechanisms, and 4) supporting women’s and girls’ participation, leadership and empowerment. The reduction of protection risks and improvement of protection benefit is further viewed through an age, gender and diversity lens to ensure that women, girls and at-risk groups equitably access economic empowerment and are equitably involved in the design and implementation of development and humanitarian programming. As the project targets women, as a disproportionately affected group of the crisis with specific and acute needs and vulnerabilities, programming has been designed to mitigate protection concerns actively empower women and bring women’s voices at the centre of humanitarian response.  In doing so, this programme puts protection and empowerment at the core of its activities and aims to build women’s capacity to live with increased safety and dignity throughout their communities. This programme considers the risks of resistance and backlash from the community when trying to change gender norms and gender barriers. It will therefore carefully monitor the programme impact on the community and women beneficiaries to respect the Do No Harm principles and ensure the participants’ safety. To address those risks, the programme will engage with the broader community, especially men and local leaders to address gender related barriers to women’s empowerment and gender equality, which will minimize the risk of backlash from the community, while paving the way for more gender equal communities and better ownership of the whole community. This programme further takes meaningful access to services as a serious concern, respecting the specific needs of elderly women, women with disabilities, single women, transgender persons, adolescent girls and widows. Specific measures are taken to ensure that women face minimal barriers to accessing all activities in this proposal, for example, providing childcare during training and carrying out market activities, and providing transport in groups to project related activities to minimize security risks for single women travelling alone.  This programme will also provide multiple accountability mechanisms, as outlined in detail in the Accountability to Affected Populations section. Also, capacity-development is at the center of this project with the aim to empower women increase their productivity, reduce work burden and post harvest lost and increase their marketability. Finally, all reporting, monitoring and evaluation processes will be undertaken in accordance with UN Women’s and the Protection sector’s international standards, tools and techniques, ensuring safety, confidentiality, informed consent, accountability to affected populations in line with core humanitarian principles, sphere standards, and IASC standards for gender equality and empowerment of women and girls, GBV mainstreaming, child protection minimum standards, age and disability.  Hence, this ToR is prepared to the lay down the conditions for the selections of the organization with whom UN Women will work with in the 17 municipalities (Bamenda 2, Bamenda 3, Tubah, Ndop, Babessi, Jakiri, Kumbo, Nkum, Ndu, Nkambe, Misaje, Belo, Fonfoka, Zhoa, Wum, Bemakuma and Bafut) touched by the ring road in the North west region. Within this selection process, interested CSO will be expected to selec a Division to implement in. Its spells out the selection criteria, methodology and time frame for the UN Women to partner with these organizations. This ToR therefore will support the selection process and the time frame to have the process complete. An expression of interest shall be published so that interested and qualified organization in the region can apply. It is intended to select one CSO per division due to the access challenges. After selection, a detailed terms of reference or MoU shall be signed with each of the organizations specifying in details their different tasks, how they will be carried , the budget and time frame.   1. **Objectives of the selection process**   **Main objective**  To select Civil Society Organization (CSO) or Local NGO (LNGO) to join UN Women in the implementation of the ring road and gender project. One CSO shall be selected to implement project activities in one Division. Therefore 6 CSO to be selected to serve the 6 Divisions involved in the project.  **Specific objectives:**  - Identify 6 CSO/LNGO operating in hard to reach communities along the ring road to cover the 6 Divisions of the project  - Identify on 6 CSO/LNGO operating within the mandate or thematic areas with UN Women along the ring road  - Select 6 CSO/LNGO based on the selection criteria put in place to partner with UN Women  - List the activities CSO/LNGO will be carrying out along side UN Women  - Select one CSO per Division to implement within the ring road and gender project  - To sign MoU with identified CSO/LNGO so they will effectively implement some of the activities of the project  b.Overview of services required/results   1. Provide capacity building to common Initiatives Groups (CIG) and Women cooperative in 17 municipalities spread out in 6 Divisions of the North West region covering the ring road. 2. Distribute all the items within the project activity ( fertilizers, pesticides, insecticide, sprayers, water pump, tricycles etc). Note should be taken that ALL the kits shall be purchased by UN Women and CSO shall only transport them to the different sites and distribute to beneficiaries. |
| 1. **Description of services/results required [please specify].**   **-** Identify functioning and registered CIGs and women cooperatives in the 6 divisions covering the ring road.  -Train 50 rural women's cooperatives in improved fallow techniques, soil conservation, shade-grown crops, fruit horticulture and the extension of non-timber forest products (pharmacopoeia and food).  - Support the restructuring of associations, CIG and family businesses into 50 rural cooperatives promoting the development of value chains in the intervention zones  - Build the capacity of 200 women and 10 cooperatives/groups of women to master the techniques and technologies of drying, preservation, management of quality standards, packaging and management of units and equipment.(Phase 1, see activity 31)  - Build the capacity of 200 women and 10 cooperatives/groups of women to master the techniques and technologies of drying, preservation, management of quality standards, packaging and management of units and equipment.(Phase 2, see activity #17)  -Train 50 rural women's cooperatives to produce and maintain energy from organic and plant matter (plant biomass, biogas, etc.).  - Train 50 women's cooperatives/groups in marketing techniques, savings and inventory management, business planning, women's entrepreneurship (GERME) and financial education.  - Distribution of agricultural inputs for 30 cooperatives (seeds, fertilizers, herbicides, fungicides, etc.) (Phase 1, see activity 20)  - Distribution of 30 breeding kits (PHASE 1, see activity 21)  - Distribution of 30 equipment kits (wheelbarrows, racks, sprayers, motorized pumps, etc.) (Phase 1, see activity 23)  - Distribution of 200 improved stoves  - Distribution of 30 tricycles to transport produce from ponds and farms to sales outlets  - Distribution of inputs to 70 cooperatives (seeds, fertilizers, herbicides, fungicides, etc.).(Phase 2, see activity 8)  - Distribution of of 70 breeding kits (Phase 2, see activity 9)  - Distribution of pool of 2nd generation agricultural equipment (power tillers) (Phase 2, see activity 10)  - Distribution of 70 agricultural kits (wheelbarrows, racks, sprayers, motorized pumps, etc.) to women's/mixed-sex cooperatives for economically valuable agro-pastoral production in identified sectors. (Phase 2, see activity 12)  - Distribution of 100 women's groups with small processing units (dryers, smokehouses, etc.) (Phase 2, see activity no. 15) |
| 1. **Schedule: Start date and end date for completion of required services/results [please specify].**  |  |  | | --- | --- | | **Time frame** | **Activity** | | March 15th 2024 | Publication of “expression of interest” | | March 25th -30th 2024 | Selection of CSO/LNGO based on selection criteria put in place and Announcement of selected organizations. | | May 28th 2024 | Signing of MoU and workshop with CSO staff to understand the project | | May 30th 2024 to December 31st 2024 | Effective start and end of activities in all municipalities | |
| 1. **Skills: [Please specify]**   Technical/functional skills required  - Provide documents that attest that :  -You are a national NGO regularly registered with the Ministry of Territorial Administration (receipt of declaration of existence up to date);  - You have experience working in the field of agric business , agriculture, animal rearing, value chain, group dynamics, book keeping etc  - Proven credibility in gender tracking, mainstreaming and responsiveness  -Proven credibility working towards gender equality and the empowerment of women, policy and practice level engagements in crop and animal production, preservation and conservation and marketing.  -You have a good knowledge of the sociocultural context of the targeted areas;  -You will be available to perform the services upon signing the contract;  -You have a good capacity for teamwork, initiative and writing;  -You have the minimum staff required and provide their CV  -Evidence of its activities in the field (activity and financial reports for the years 2021 and 2022);  -Identifiable and functional headquarters location;  -Bank account registration in the name of the association  -An M and E in the team  N.B: Interested CSO/ local NGO are advised to apply to work in any of the following Divisions (Donga Mantung, Bui, Mezam, Ngoketunjia, Boyo, Menchum) where you have experience implementing projects.  **Other skills which, although not required, can be an asset for service delivery**  - Skills in access negotiation   1. **Accountability and Financial Control:**   • A functioning internal control framework and process to deliver quality and timely project results against budget.  • Evidence of registration in Cameroon  • Audit reports for last two years (2021, 2022)  • Certificate of job completion issued to the organization in the past for similar activities implemented   1. **Acceptance of the terms and conditions outlined in the template Partner Agreement**  * Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservation or objections thereto. * Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party. * UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection. |

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

**[To be completed by proponents and returned with their proposal]**

**Call for proposal**

**Description of Services:**

**CFP No.**

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[[1]](#footnote-1) | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area. | Yes/No |
| * 1. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP. | Yes/No |
| 1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation | Yes/No |
| 1.7 Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA)[[2]](#footnote-2). | Yes/No |
| 1.8 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), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list | Yes/No |

**Section 2**

**CFP No. (To be filled in by UN Women)**

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
   1. UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
   2. UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women’s organizations or entities are highly encouraged to apply.**
   3. A description of the services required is described in CfP Section 1- C “Terms of Reference”.
   4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
   5. 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.
   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.
   7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at\_\_[emmanuel.ateba@unwomen.org](mailto:emmanuel.ateba@unwomen.org) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.
3. **Cost of proposal**

2.1 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**

3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 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-1**. UN-WOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

1. **Mandatory/pre-qualification criteria**

4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection 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.

4.2 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.

1. **Clarification of CFP documents**

5.1. A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

5.2. 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.

6. **Amendments to CFP documents**

6.1. 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.

6.2. 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**
   1. 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.
   2. 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.
2. **Submission of proposal**

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent.

All proposals should be sent by email to the following secure email address: [cameroon.submissions@unwomen.org](mailto:cameroon.submissions@unwomen.org)**\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8.2 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.

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

8.4 **Late proposals:** Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

**9. Clarification of proposals**

9.1 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**

10.1 All prices shall be quoted in (local currency)\_\_\_XAF\_\_\_\_\_\_\_[To fill in]\_\_\_\_\_\_\_\_\_\_\_\_\_

10.2 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.

10.3 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. **Evaluation of technical and financial proposal** 
   1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
      1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee 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.

|  |  |  |
| --- | --- | --- |
| 1 | Proposal is compliant with the Call for Proposal (CfP) requirements | 15 points |
| 2 | The Organization’s mandate is relevant to the work to be undertaken in the TORs (**component 1)** | 20 points |
| 3 | The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (**components 2, 3 and 4)** | 35 points |
|  |  |  |
|  | TOTAL | 70 points |

**11.2 PHASE II - FINANCIAL PROPOSAL** (**30 points**)

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost.  
  
Formula for computing points:  
Points = (A/B) Financial Points  
  
Example: Proponent A’s price is the lowest at $10.00. Proponent A receives 30 points. Proponent B’s price is $20.00. Proponent B receives ($10.00/$20.00) x 30 points = 15 points

1. **Preparation of proposal**
   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.

* 1. 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.
  2. 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.
  3. 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.
  4. 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.
  5. 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 | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| Part of proposal | **Annex B-2** Template for proposal submission |
| Part of proposal | **Annex B-3** Format of resume for proposed staff |
| Part of proposal | **Annex B-4** Capacity Assessment minimum Documents |

1. 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.
2. **Format and signing of proposal**

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

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

1. **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 [ number of months/year(s )]with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

**Annex B-2**

**Template for proposal submission**

**Call for proposal**

**Description of Services:**

**CFP No.**

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

Proponents are requested to complete this form (**Annex B-2)** and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. 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.

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| **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)

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| **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.

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| **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.

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| **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

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| **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

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| **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 costs which 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 would cost less.
* The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
* The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
* “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
* 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]](#footnote-3) |  |  |  |  |
| 6. Incidentals |  |  |  |  |
| 7. Other support requested |  |  |  |  |
| 8. Support Cost (not to exceed 8% or the relevant donor %) |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |

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 and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Seal)

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**

**Format of resume for proposed staff**

**Call for proposal**

**Description of Services:**

**CFP No**

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 B-4**

**Capacity Assessment minimum Documents**

**(to be submitted by potential Responsible Parties and submission assessed by the reviewer)**

**Call for proposal**

**Description of Services:**

**CFP No.**

**Governance, Management and Technical**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| 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 which is consistent with UN women’s one or adoption of UN Women anti-fraud policy | Mandatory |
| Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13)  Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy; | Mandatory |

**Administration and Finance**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Administrative and Financial Rules of the organization | Mandatory |
| Internal Control Framework | Mandatory |
| Audited Statements of last 3 years | Mandatory |
| List of Banks | Mandatory |
| Name of External Auditors |  |

**Procurement**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Procurement Policy/Manual | Mandatory |
| Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (FRQ), Request for Proposal (RFP) etc. | Mandatory |
| List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes |  |

**Client Relationship**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| List of main clients / donors | Mandatory |
| Two references | Mandatory |
| Past reports to clients / donors for last 3 years |  |

1. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-1)
2. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners [↑](#footnote-ref-2)
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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-3)