**Appendix B**

**Call for Proposals (CFP) template for responsible parties**

**(For civil society organizations - CSOs)**

**Chapter 1**

**CFP No. WEE/AM/02/04-24**

1. **Call for Proposals Letter to Responsible Parties**

UN Women plans to engage a responsible party as defined in accordance with these documents. UN Women is now seeking sealed proposals from qualified bidders to meet the requirements set out in the UN Women Terms of Reference.

Proposals must be received by UN Women at the address indicated no later than (time) **5:00 p.m.** , **19 April 2024**

**The budget range for this proposal should be** [( **Min. 35,000,000 XOF Max: 50,000,000 XOF)]**

|  |  |
| --- | --- |
| **This UN Women call for proposals has two sections:** | **Documents to be completed by bidders and returned as part of their proposal (mandatory)** |
| **Chapter 1**   1. PCP letter for responsible parties 2. Proposal Technical Sheet for Responsible Parties 3. Mandate of UN Women 4. acceptance of the terms and conditions set out in the partnership agreement template 5. Annex B-1 Mandatory requirements/prequalification criteria and contractual aspects | **Annex B-1 Mandatory requirements/prequalification criteria and contractual aspects** |
| **Chapter 2**  **has. Instructions to Bidders, which includes the following:**  **Annex B-2 Proposal Submission Template**  **Appendix B-3 Proposed Personnel Resume Format**  **Annex B-4 Minimum documents for capacity assessment**  **Annex B-5 UN Women Model Partnership Agreement [UN Women must attach the most recent version].**  **Annex B-6 UN Women Anti-Fraud Policy [UN Women must attach the most recent version].** | **Annex B-2 Proposal Submission Template**  **Appendix B-3 Proposed Personnel Resume Format**  **Annex B-4 Minimum documents for capacity assessment** |

Interested structures can obtain further information by contacting the following email address: **yacouba.doumbia@unwomen.org**

**b. Proposal Data Sheet for Responsible Parties**

|  |  |  |  |
| --- | --- | --- | --- |
| Program/project: | | Requests for clarification due: | |
| **“EMPOWERMENT OF DISADVANTAGED WOMEN AND GIRLS, THROUGH EDUCATION AND DIGITAL TECHNOLOGY ”** | | Date: April 8 to 12, 2024 | Time: 5:00 p.m. |
| Name of program manager: (by email) | | (Via e-mail): yacouba.doumbia@unwomen.org | |
| E-mail : | | Clarifications from UN Women to promoters are expected: 3 working days after receipt | |
| Proposal due date | | Date: April 19, 2024 | Time: 5:00 p.m. |
|  | |  | |
| Place : |  | Expected contract start date/delivery date (at the latest): | **From June 1 to November 30, 2024** |
| **Date:** |  |
| **Contact:** |  |

1. **Mandate of UN Women**

|  |
| --- |
| * **Introduction [Please specify]**   + **Context of required services and results**   The project to empower disadvantaged women and girls is aligned with the 5th Hi5 of the African Development Bank (AfDB) entitled: “Improving the quality of life of Africans, particularly within the framework of the Youth Employment Strategy and the Gender Strategy”. As part of the Jobs for Youth strategy, the AfDB aims to increase inclusive employment and entrepreneurship, strengthen human capital and create sustainable links with the labor market. The proposal is also aligned with the Bank's Gender Strategy in its pillar 2: “accelerating job creation for women through improving skills”. This pillar aims to increase women's access to relevant skills and jobs taking into account the need to introduce more women into the fields of science, technology, engineering and mathematics (STEM), while leveraging technology to improve access to skills and information. The project will significantly contribute to ensuring access to quality education (SDG 2), to guaranteeing access to decent work and economic growth (SDG 8), for women and girls, to promoting gender equality and women's empowerment (SDG 5) and to eliminate poverty (SDG 1)... The project is also part of the ADB Strategic Document for Côte d'Ivoire, in its pillar 1: “develop transport, ICT, urban development and energy infrastructure at national and regional levels”.  Based on the previous experience of the “Empowering Women in Agricultural Transformation” project, funded by the Korea Trust Fund and implemented by UN Women, education and skills development emerged as a key issue for the development of women and girls, particularly in rural areas. With the BuyFromWomen platform developed through this project, women and girls have demonstrated their appetite and capacity for digital technologies and business opportunities.   * Significance of the project   The overall objective of the project is to ensure that disadvantaged girls and women in Côte d'Ivoire have access to, participate in and achieve quality outcomes in learning, entrepreneurship and employment through education and digital technology, in:   * Developing context-specific, affordable and scalable learning, entrepreneurship and employment pathways to empower disadvantaged women and young women in Côte d'Ivoire; * Providing women and young women, their families, local communities and societies with the benefits of access to educational services tailored not only to their needs as learners, but also to their future as employees.   It draws on partnerships, holistic approaches, innovative technologies, learning pedagogies and funding to achieve its objectives. It targets between 200 and 400 girls and women who are out of school or not, from 10 Women's Training and Education Institutes (IFEF) in peri-urban and rural areas aged 16 to 45 (72.8% aged 16 to 25) who lack access to formal education and entrepreneurial skills.  Purpose of the service  As part of the implementation of the activities of the project "Empowerment of disadvantaged women and girls, through education and digital technology", UN Women is looking for an Implementation Partner (IP) for the execution of a a certain number of activities, namely: the development of training modules/curricula; the development of the content of the e-learning program; the selection of girls and women for vocational training; conducting community awareness and advocacy activities…as detailed below.   * Develop training modules/curricula (Activity 1.1.2) * Develop the content of the e-learning program and Create an online learning platform for women and girls (Activity 1.1.1) * Selecting girls and women for vocational training (Activity 1.1.3) * Conduct community awareness and advocacy on the importance of women and young women's rights to education, entrepreneurship and vocational training, and how this benefits their families, communities and countries. (Activity 2.1.1)   .  **Activity stream 1** Develop training modules/curricula   * Presentation of the development and digitalization protocol including: The methodology, design, tools used (explanation of choice); the limitations and expected results as well as the timetable of the mission to the project managers, with a detailed plan taking into account the objectives to be achieved, the means available and the rigor of the proposed approach The modules and guides with educational sheets and content, adapted to the specific needs of education personnel (based on the results of the needs survey), are produced and available in electronic version within a digital library and version printed and bound paper and test the training module during a seminar for its evaluation and validation;   **Activity stream 2** Develop the content of the e-learning program and create an online learning platform for women and girls   * Analyze the capabilities of the Center for Women Entrepreneurs ( CFE) to serve as a hosting center for the various servers and propose solutions if necessary * Define activities, implementation formats and learning strategies Provide detailed advice on choosing an Open Source solution (also mobile and tablet compatible) and interactive content (application of learning strategies, integration of multimedia elements and development of courseware) * Provide support to training institutes in adapting teaching modules and putting them online * Develop the various training modules and online learner evaluation systems; Configure and deploy the e-learning system on the CFE servers * Support training institutes in the deployment and appropriation of the system that will be put in place * Propose a sustainability plan for the e-learning system   **Activity stream 3** : Select girls and women for vocational training  The bidder must present a methodological note which highlights the techniques and tools used, the time allocated and the resources allocated (human and material) to carry out the various profiling activities.  **Activity stream 4** conducting community awareness and advocacy activities **;**   * Plan and guide interventions relating to social mobilization, strengthening community groups, and facilitate relations between communities and local authorities on issues of positive masculinities and femininities, the division of labor between women, girls, men and boys at the household level to enable women and girls to develop their entrepreneurial skills and opportunities. ; * Work to define the technical support strategy and the social and community mobilization work plan Provide conflict mediation and promote community dialogue Work to define the technical support strategy and the social and community mobilization work plan Take stock of the action of the local committees set up on each site by identifying the strengths/opportunities and weaknesses/constraints encountered in the context of their organization and operation as well as in the implementation of activities in order to measure the positive or negative impact of the intervention; |
| 1. **Description of services and results required [Please specify]**  * Existence of a participatory, innovative and achievable work methodology over time * Existence of a task execution timeline * Existence of lists of project beneficiaries (girls and women) * Existence of a directory of training modules and curricula * Existence of an online learning platform * Effectiveness of awareness-raising actions and advocacy  1. Existence of a detailed and precise report per activity carried out |
| 1. **Timeline: Start date and end date for completion of required services/results ] Implementation of project activities will begin on June 1, 2024 until November 31, 2024** |
| 1. **Skills: [Please specify]**    1. **Technical/Functional Skills Required**   The bidding organizations will be experienced and active NGOs, Associations, which must demonstrate:   * Number of years of experience: At least 5 years * Be an NGO of national or international renown recognized by the competent national authority and having good knowledge of the environment of Institutes of Training and Women's Education (IFEF) in Côte d'Ivoire. * Have benefited from funding from international organizations to carry out projects or initiatives as part of the training of young girls in careers and entrepreneurship. * Have carried out at least one awareness campaign of national scope and aimed at at least five hundred people, on digital themes, entrepreneurship, or other themes. * Have at least 3 years of experience in program/project management; * Justify the required administrative, technical and financial capacities; * Have the personnel and logistical means necessary for the services to be carried out in the project areas. * Have an office and/or work experience in the project implementation areas\*   1. **Other skills which, although not required, can be an asset for service performance** * Significant experience in the implementation of digitalization and e-learning projects * Knowledge of United Nations procedures would be an asset . * Proven skills in specialized and close advisory support, as well as training and monitoring of income-generating activities (AGR) |

1. **Acceptance of the terms and conditions described in the partnership agreement template**

* Promoters must include an acceptance of the terms and conditions described in the partnership agreement template or their reservation or objection thereto.
* Submission of such reservations or objections does not mean that UN Women will automatically accept them if the sponsor is selected as a Responsible Party.
* UN Women will evaluate any reservations or objections during its evaluation of the proposal and may accept or reject any such reservation or objection.

**Appendix B-1**

**Mandatory requirements/pre-qualification criteria and contractual aspects**

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

**Call for proposals**

**Description of services**

**CFP number**

Promoters are asked to complete this form and return it as part of their submission. Proponents will receive a **pass or fail grade** for this section. To be considered, promoters must meet all mandatory criteria described below. All questions must be answered on this form or an exact copy of it. UN Women reserves the right to verify any information contained in a bidder's response or to request additional information after receipt of the proposal. **Incomplete or inadequate responses, failure to respond, or** misrepresentation **in answering a question will result in disqualification.**

|  |  |
| --- | --- |
| **Mandatory requirements/prequalification criteria** | **Proponent's response** |
| 1. Are the services requested part of the key services that the promoter has provided as an organization? This must be supported by a list of at least two customer references for whom a similar service has already been provided or has been provided by the promoter. | Reference #1:  Reference #2: |
| 1. Is the promoter duly registered or has the legal basis or mandate as an organization? [Please attach a copy of the official registration here]. | Yes No |
| 1. Has the promoter as an organization been in operation for at least five (5) years [[1]](#footnote-1)? | Yes No |
| 1. Does the proponent have permanent ice-free land in the area covered by the location? | Yes No |
| 1. Can UN Women conduct a client site visit to the location or area with a similar scope of work to that described in this call for proposals? | Yes No |
| 1. Fraud or other wrongdoing: 2. Has the promoter, its employees, its staff, its subcontractor or the subcontractor or the subpartner or the partner of the subcontractor of the subcontractor been the subject of a finding of fraud or of any other wrongdoing following an investigation by UN Women, another UN entity or otherwise?   OR   1. Is the sponsor, its employees, its staff, its subcontractor or the subcontractor or the subpartner or the subcontractor's partner of the subcontractor currently under investigation for fraud or any other wrongdoing committed by UN Women, another UN entity or otherwise? | Yes No |
| 1. Sexual exploitation and abuse: 2. Has the sponsor, its employees, staff, subcontractor or subcontractor or subcontractor's partner of the subcontractor been investigated and/or been accused of misconduct related to sexual exploitation and abuse (SEA) [[2]](#footnote-2)?   OR   1. Is the sponsor, its employees, its staff, its subcontractor or the subcontractor's subcontractor, the subcontractor or the partner of the subcontractor or subpartner currently under investigation for SEA by UN Women, another UN entity or otherwise? | Yes No |
| 1. Has the sponsor or any of its employees or personnel been listed on a relevant sanctions list, including, at a minimum, the United Nations Security Council Consolidated Sanctions List(s), the ineligibility of UN Global Marketplace Providers and any other donor sanctions lists that may be used, if applicable? | Yes No |
| 1. Has the sponsor read and accepted the standards set out in Section 3 of Administrative Instruction ST/SGB/2003/13 “Special Measures for Protection against Sexual Exploitation and Abuse”? | Yes No |
| 1. Does the sponsor acknowledge that EES is strictly prohibited and that UN Women will apply a “zero tolerance” policy for EES with respect to anyone, including employees, agents, sub-associates and subcontractors of the developer or any other person engaged by the developer to provide services? | Yes No |
| 1. Has the sponsor reviewed and noted the UN Women Anti-Fraud Policy **(Annex B-6)** ? | Yes No |

**Please provide the following information:**

|  |  |
| --- | --- |
| 1. Is the most senior management (e.g. director, CEO, etc.) of the sponsoring organization female? | Yes No |
| 1. What is the female-to-male ratio on the promoter's board of directors? |  |

**Acceptance of the general conditions described in the partnership agreement template.**

* Promoters must include an acceptance of the terms and conditions outlined in the partnership agreement template or their reservations or objections thereto.
* The submission of such reservations or objections does not mean that UN Women will automatically accede to them if the sponsor is selected as a Responsible Party.
* UN Women will evaluate any reservations or objections during its evaluation of the proposal and may accept or reject any such reservation or objection.

|  |  |
| --- | --- |
| **Requirements** | **Proponent's response** |
| Acceptance of the general conditions described in the partnership agreement template. | Yes No |
| Indicate any reservations or objections to the terms and conditions described in the partnership agreement template. |  |

**Chapter 2**

**CFP No. (To be completed by UN Women)**

1. **Instructions for promoters**
2. **Introduction**
   1. UN Women invites qualified parties to submit technical and financial proposals to provide services associated with UN Women's Responsible Party requirements.
   2. UN Women is seeking proposals from civil society organizations (CSOs). **Women's organizations or entities are strongly encouraged to apply.**
   3. A description of the required services is outlined in **section 1 – c) of the “UN Women Mandate” call for proposals.**
   4. UN Women may, at its discretion, cancel services in part or in whole.
   5. Bidders may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women before the prescribed deadline for submission of proposals. No proposals may be modified after the proposal submission deadline. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period of proposals.
   6. All proposals will remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN Women may request the sponsor's consent to an extension of the validity period. The request and responses to it must be made in writing.
   7. As of publication of this PCP, all communications should be addressed only to UN Women, by email at **yacouba.doumbia@unwomen.org.** Proponents should not communicate with other UN Women staff regarding this call for proposals.
3. **Proposal Cost**

2.1 The cost of preparing a proposal, attending a pre-proposal conference, meetings or oral presentations is borne by the proponent, regardless of the conduct or outcome of the call for proposals process. . Proposals must offer services for all needs. Proposals offering only part of the services will be rejected.

1. **Eligibility**

3.1 Proponents must meet all mandatory requirements and prequalification criteria set out in **Annex B-1** . See point 4 below for further explanation. Proponents will receive a pass or fail grade for this section. UN Women reserves the right to verify any information contained in the sponsor's response or to request additional information after receipt of the proposal. Incomplete or inadequate responses, failure to respond, or misrepresentation in answering a question will result in disqualification.

1. **Mandatory/prequalification criteria**

4.1 The evaluation of technical and financial proposals by UN Women takes place in two phases (see section 11 below) and the mandatory requirements/prequalification criteria have been designed to ensure that, as far as possible in the early stages of the call for proposals selection process, only bidders with sufficient experience, financial strength and stability, demonstrable technical knowledge, demonstrated ability to meet UN Women requirements and superior customer references for procurement Services contemplated in this call for proposals will be subject to further review. UN Women reserves the right to verify any information contained in the Bidder's response or to request additional information after receipt of the proposal. Incomplete or inadequate responses, failure to respond, or misrepresentation in answering a question will result in disqualification.

4.2 Proponents will receive a pass or fail rating in the Mandatory Requirements and Pre-Qualification Criteria section. To be considered for Phase I, proponents must meet all mandatory requirements and prequalification criteria described in this call for proposals.

1. **Clarification of CFP documents**

5.1 A prospective proponent requiring clarification of the call for proposals documents may notify UN Women in writing to the UN Women email address specified in the call for proposals on the date and time indicated . UN Women will respond in writing to any requests for clarification of PCP documents that it receives before the deadline for clarification requests as indicated in **section 1b of this annex (on page 1).**

5.2 Written copies of UN Women's responses to these inquiries (including an explanation of the request, but without identifying the source of the inquiry) will be posted using the same method as the original posting of this document ( PCP).

5.3 If the call for proposals has been publicly advertised, the results of any clarification exercise (including an explanation of the request, but without identifying the source of the inquiry) will be posted on the advertised source .

**6. Modifications to the call for proposals documents**

6.1 At any time before the deadline for submission of proposals, UN Women may, for any reason, whether on its own initiative or in response to a clarification requested by a potential bidder, amend the CFP documents by way of amendment. All potential bidders who have received the call for proposals documents will be notified in writing of any changes made to the call for proposals documents. For open competitions, all changes will also be posted on the announced source.

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

1. **Language of proposals**
   1. The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women must be written in French.
   2. Supporting documents and printed materials provided by the promoter may be drawn up in another language, provided that they are accompanied by an appropriate translation of all relevant passages into French. In this case, for the interpretation of the proposal, the French translation will prevail. Exclusive responsibility The promoter is responsible for the translation and its accuracy.

**8. Submission of proposals**

8.1 Technical and financial proposals must be submitted under the submission template proposal ( **Appendix B2** ) in a single email with the PCAF reference and the clear description of the proposal on the date and time stipulated in this document. If emails and attachments are not marked as indicated, UN Women assumes no responsibility for misplacement or premature opening of submitted proposals. The body of the email must indicate the name and address of the promoter. **All proposals should be sent by email to the following secure email address:** \_ yacouba.doumbia@unwomen.org **.**

8.2 Proposals must be received no later than the date, time and within means of submission stipulated in this call for proposals. Proponents are responsible for ensuring that UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time will be rejected.

8.3 When of receipt of proposals by email (as is the case for the call for proposals), the receipt timestamp will be the date and time the submission was received in the dedicated UN Women inbox. UN Women is not responsible for delays caused by network issues, etc. It is the sole responsibility of the proponents to ensure that their proposal is received by UN Women in the dedicated inbox no later than the prescribed deadline for the call for proposals.

8.4  **Late Proposals:** Any proposal received by UN Women after the deadline for submission of proposals prescribed in this document will be rejected.

**9. Clarification of proposals**

9.1 To facilitate the review, evaluation and comparison of proposals, UN Women may, at its discretion, request clarification of its proposal from the proponent. The request for clarification and response must be made in writing and no change in the price or content of the proposal must be requested, offered or permitted. UN Women will review minor formalities, errors, clerical errors, apparent pricing errors and missing documents .

1. **Proposal Currencies**

10.1 All prices are indicated in (local currency) : XOF.

10.2 UN Women reserves the right to reject any proposal submitted in a currency other than the mandatory currency for the proposal indicated above. UN Women may accept proposals submitted in a currency other than that indicated above if the promoter confirms, upon clarification proposals, see point 9 above, in writing that it will accept a contract issued in the currency of the binding proposal and that for the purposes of conversion, the official UN operational rate of exchange on the day of the PCP deadline (as indicated in the PCP letter) will apply.

10.3 Regardless of the currency specified in Proposals received, the Contract will always be issued and subsequent payments will be made in the currency required for the Proposal (as stated above).

1. **Evaluation of technical and financial proposals**

**11.1 PHASE I – TECHNICAL PROPOSAL** ( **70 points** )

Only promoters who meet the mandatory criteria will proceed to the technical evaluation during which a maximum of 70 points can be determined. Technical evaluators who are members of an evaluation committee appointed by UN Women will carry out the technical evaluation applying the evaluation criteria and scores indicated below. To move from Phase I of the detailed evaluation process to Phase II (financial evaluation), a proposal must have obtained a minimum cumulative technical score of 50 points.

**Suggested table for evaluating the** technical proposal

|  |  |  |
| --- | --- | --- |
| **1** | The proposal complies with the requirements of the call for proposals | **15 points** |
| **2** | The mandate of the organization is relevant to the work to be undertaken within the UN Women reference framework ( **component 1)** | **20 points** |
| **3** | The proposal demonstrates a good understanding of the requirements of the UN Women mandate and indicates that the organization has the required capacity to undertake the work successfully ( **components 2, 3, 4 and 5)** | **35 points** |
|  | TOTAL | **70 points** |

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

Financial proposals will be evaluated (using component **6** ) following the technical evaluation. The bidder with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive prorated points based on the relationship between the proponents' prices and those of the lowest evaluated cost.

Formula for calculating points: Points= (A/B) Financial points   
  
Example: Promoter A's price is the lowest, at $10.00. Promoter A receives 30 points. Promoter B's price is $20.00. Promoter B receives ($10.00/$20.00) x 30 points = 15 points.

1. **Preparation of proposals**
   1. Proponents are expected to review all terms and instructions included in the CFP documents. Failure to provide all requested information will be at the proponent's own risk and could result in rejection of the proponent's proposal.
   2. The proponent's proposal must be organized to follow the format of this PCP. Each sponsor must respond to each request or requirement made and indicate that they understand and confirm that they accept the requirements set out by UN Women. The promoter must indicate any basic hypothesis which was made during the preparation of his proposal. Delaying a response to a question or problem until the contract negotiation stage is not acceptable. Any element that is not specifically addressed in the promoter's proposal will be deemed accepted by the promoter. The terms “proponent” and “contractor” refer to organizations submitting a proposal under this call for proposals.
   3. When the proponent is presented with a requirement or asked to use a particular approach, he must not only declare that he accepts it, but also describe, if applicable, how he intends to comply with it. . Failure to provide a response to an article will be considered acceptance of the article. When a descriptive response is requested, failure to provide one will be considered a non-response.
   4. The terms of reference in this document provide an overview of the current operation. If the proponent wishes to propose alternatives or equivalents, it must demonstrate that the proposed change is equivalent to or exceeds the requirements established by UN Women. Acceptance of these changes is at the sole discretion of UN Women.
   5. Proposals must provide services for all requirements, unless otherwise authorized in the call for proposals document. Proposals offering only part of the services will be rejected unless otherwise authorized in the call for proposals document.
   6. Promoters may use the services of subcontractors or sub-partners to partially carry out the work, unless the promoter provides subsidized work. The proponent's technical proposal must clearly indicate whether the proponent intends to use subcontractors or sub-partners and their names. If it is not possible to include the names of sub-partners and subcontractors in the proposal, the names should be submitted to UN Women as soon as possible.
   7. The proponent's proposal must state the following and include all of the following labeled annexes:

**Submission of** the call for proposals (by the proposal deadline):

At a minimum, proponents must complete and return the documents listed below (annexes to this PCP) **as an integral part of their proposal** . Proponents may add additional documents to their proposals as they deem appropriate.

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

|  |  |
| --- | --- |
| Part of the proposal | **Annex B-1** Mandatory requirements/prequalification criteria and contractual aspects |
| Part of the proposal | **Annex B-2** Proposal Submission Template |
| Part of the proposal | **Appendix B-3** Proposed Personnel Resume Format |
| Part of the proposal | **Annex B-4** Minimum documents relating to capacity assessment |

If, after evaluating this possibility, you have decided not to submit your proposal, we would be grateful if you could return this form to us indicating the reasons for your non-participation.

1. **Format and signature of proposals**
   1. The proposal must be typed or written in indelible ink and must be signed by the promoter or by one or more persons duly authorized to bind the promoter to the contract. This latter authorization is indicated by a written power of attorney accompanying the proposal.
   2. A proposal shall not contain line spacing, deletions or overwriting, unless necessary to correct errors made by the proponent, in which case such corrections must be initialed by the person or persons signing the proposal.
2. **Price**

14.1 Award will be made to the responsible and responsive bidder having made the highest evaluated proposal following negotiation of an acceptable contract. UN Women reserves the right to conduct negotiations with THE proponent of the proposal. The award will only come into effect after acceptance by the successful bidder of the terms of the agreement and the terms of reference. **The agreement will indicate the name of the promoter whose financial statements were provided in response to this PCP** . Upon signature of the agreement, UN Women will promptly notify unsuccessful bidders.

14.2 The successful proponent is expected to begin providing services on the date and time stipulated in this call for proposals.

14.3 The price will be awarded for an agreement with an initial duration of [5 months] with the option to renew under the same terms and conditions for one or more additional periods as indicated by UN Women.

**Appendix B-2**

**Proposal Submission Template**

**Call for proposals**

**Description of services**

**CFP No. WEE/AM/02/04-24**

|  |
| --- |
| **Mandatory requirements/prequalification criteria** |

Promoters are asked to complete this form ( **Annex B-2)** and return it as part of their presentation .

Bidders must meet all mandatory requirements/screening criteria as detailed in Annex B-1. Nominators will receive a pass/fail rating for this section. To be considered, proponents must meet all mandatory criteria described in Annex B-1. UN WOMEN reserves the right to verify any information contained in the Bidder's response or to request additional information after receipt of the proposal. Incomplete or inadequate answers, failure to answer or misrepresentation in answering any question will result in disqualification

| **Confirmation of eligibility and promoter information** | **Proponent's response** |
| --- | --- |
| 1. What year was the organization established? |  |
| 1. In which province/state/country was the organization established? |  |
| 1. Has the organization ever been declared bankrupt, liquidated, insolvent, or requested a moratorium or reprieve from its payment or reimbursement obligations, or requested to be declared insolvent? (If YES, explain in detail the reasons, filing date and current status.) | Yes No |
| 1. Has the organization ever been terminated for non-performance of a contract? If YES, describe in detail. | Yes No |
| 1. Has the organization or any of its employees and staff members ever been: 2. suspended or excluded by a government, United Nations agency or other international organization; 3. listed on any relevant sanctions list, including the [- https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list) , the ineligibility of suppliers to the global United Nations or any other donor sanctions list; and or 4. was the subject of an unfavorable judgment or sentence?   If YES, provide details, including reinstatement date, if applicable.  (If the sponsor is currently on a relevant sanctions list, this should be indicated in question 8 of the Mandatory Requirements/Prequalification Criteria above and constitutes grounds for immediate rejection.) | Confirm  Yes No |
| 1. It is UN Women's policy to require sponsors and their contractors and sub-partners to adhere to the highest ethical standards when selecting and executing contracts. In this context, any measure taken by a promoter, subcontractor or sub-partner to influence the selection process or the execution of the contract with a view to obtaining an unfair advantage is inappropriate. The sponsor must confirm that it has reviewed and noted the UN Women Anti-Fraud Policy ( **Annex B-6** ). The promoter must also confirm that the promoter and its subcontractors and subpartners have not engaged in behavior contrary to this policy, including in the context of the competition for this call for proposals. | Confirm  Yes No |
| 1. No benefit from officials: The sponsor must confirm that no UN Women official has received or will be offered any direct or indirect benefit arising from this PCP or any resulting contract from the of the promoter or its subcontractors or sub-partners. | Confirm  Yes No |
| 1. The promoter must confirm that he is not engaged in an activity which would place him, if selected for this mission, in a conflict of interest with UN Women. | Confirm  Yes No |
| 1. The promoter must confirm that the promoter, its sub-partners or its subcontractors have not been associated or involved in any way, directly or indirectly, in the preparation of the design, the terms of reference and/or other documents used as part of this call for proposals. | Confirm  Yes No |
| 1. UN Women policy prohibits organizations from participating in a call for proposals or receiving contracts from UN Women if a UN Women staff member or their immediate family is an owner, manager, partner or member of the board of directors or in which staff or their immediate family have a financial interest in the organization. The sponsor must confirm that no member of UN Women staff or their immediate family is an owner , director, partner or member of the company or has a financial interest in the promoter, its sub-partners or its subcontractors. | Confirm  Yes No |
|  |  |

|  |
| --- |
| **Component 1: Organizational context and capacity to implement activities to achieve planned results** (max 1.5 page) |

This section should provide an overview (with relevant annexes) that clearly demonstrates that the proponent has the capacity and commitment to implement the proposed activities and produce results successfully. The key elements to cover in this section are:

1. the nature of the promoter – whether it is a community organization, a national or subnational NGO, a research or training establishment, etc. ;
2. the overall mission, purpose, and core programs/services of the organization;
3. the organization's target population groups (women, indigenous peoples, youth, etc.);
4. organizational approach (philosophy) - how the organization carries out its projects (e.g., taking into account gender equality, taking into account rights, etc.);
5. the seniority of the organization and its relevant experience;
6. an overview of the organization's capacity within the proposed engagement with UN Women (e.g. technical management, governance and management, as well as financial and administrative management);
7. the following details relating to SEA prevention:
   1. describe the measures put in place to prevent SEA;
   2. reporting and monitoring mechanisms and procedures ;
   3. describe the capacity to investigate SEA allegations;
   4. describe previous allegations of SEA, if any, and how they were handled, including the outcome;
   5. describe the EES training that the people (employees or others) who will perform the services have received; And
   6. Describe the reference and background checks that were performed on employees and associated personnel.
8. Details relating to grant award work, if applicable:
9. describe the sponsor's institutional capacity to manage grants, including appropriate management of grant awards, system or framework for evaluating grant applications, due diligence, and appropriate governance and risk management (including the composition and terms of reference of the designated independent steering committee or grant selection committee);
10. describe the relevant history of resource management through grant making;
11. describe the promoter's grant portfolio;
12. describe relevant experience working with small organizations, including experience providing technical assistance;
13. describe the promoter's programmatic capacity, including monitoring and evaluation capacity;
14. describe the proponent's ability to assess and manage risks.

|  |
| --- |
| **Part 2: Expected results and indicators** (max 1.5 pages) |

This section should state the sponsor's understanding of UN Women's mandate. It must contain a clear and precise statement of what the proposal will accomplish with respect to the mandate of UN Women. This should include:

1. **The problem statement** or challenges to be addressed given the text described in the mandate of UN Women.
2. The specific **results** expected (e.g., outputs) through promoter engagement. Expected results are the measurable changes that will have occurred at the end of the planned intervention. Propose specific and measurable indicators that will serve as a basis for monitoring and evaluation. These indicators will be refined and will constitute an important part of the agreement between the promoter and UN Women.

|  |
| --- |
| **Part 3: Description of the technical approach and activities** (max 2.5 pages) |

This section should describe the technical approach and should be able to demonstrate the merits and adequacy of the proposed approach, what will actually be done to produce the expected activity results. There should be a clear and direct link between activities and results, at least at the output level. Specific strategies should also be described to support the achievement of results, such as the establishment of partnerships, etc.

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it , **when** it will be done (start, duration, end) and **where** it will be done. When describing the activities, an indication must be made regarding the organizations and people involved in the activity or who benefit from it.

This story must be supplemented by a tabular presentation which will serve as an implementation plan, as described in component 4.

This section should also include details of any proposed subcontracts and subpartnerships.

|  |
| --- |
| **Part 4: Implementation plan** (max 1.5 pages) |

This section is presented in table form and can be attached as an annex. It should indicate the **sequence of all main activities and the schedule (duration).** Provide as much detail as necessary. The implementation plan should demonstrate a logical flow of activities. Please include all required progress reports and monitoring reviews in the implementation plan.

**Implementation plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project number: | | Name of the project : | | | | | | | | | | | | |
| Name of the promoting organization: | |  | | | | | | | | | | | | |
| Brief description of the 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 and 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 activities, both during its implementation (formative) and at its completion (summative). Key elements to include are:

* how performance of activities will be monitored in terms of achieving the steps and milestones set out in the implementation plan;
* how any mid-course corrections and adjustments to the design and plans will be facilitated based on the input data received;
* how the participation of community members in monitoring and evaluation processes will be achieved.

|  |
| --- |
| **Section 5: Risks for successful implementation** (1 page) |

Identify and list all major risk factors that could cause activities to fail to produce the expected results. These should include both internal factors (e.g. the technology in question does not work as expected) and external factors (e.g. significant currency fluctuations leading to changes in the economics of the business, the risk of non-performance by subcontractors or sub-partners). Describe how these risks should be mitigated.

In this section, also include the **key assumptions** on which the business plan is based. In this case, the assumptions are mainly related to external factors (for example, the assumption that the environmental policy of the government concerned will remain stable) which are anticipated during the planning of the activity and on which the feasibility of the activities depends.

Please attach a risk register to capture the above risk factors and risk mitigation measures.

|  |
| --- |
| **Section 6: Results-based budget** (max. 1.5 pages) |

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

* Include costs related to effectively carrying out the activities and producing the results stated in the proposal. Other associated costs should be financed from other sources.
* The budget must be realistic. Find out the true cost of planned activities and do not assume that they will cost less.
* The budget should include all costs associated with the management and administration of the activity or results, in particular monitoring and evaluation costs.
* Support costs refer to indirect costs that are incurred in operating the partner as a whole or part of it and which cannot be easily linked or traced back to the implementation of the work, i.e. say operating expenses, overheads and general costs associated with the normal functioning of an organization/business, such as costs of support staff, office equipment which are not direct costs.
* If the partner has a support cost policy that specifies a rate, it can include this rate so that it does not exceed a rate of 8% or the rate indicated in the specific conditions of the donor, if the donor is lower.
* If the recipient does not have a support cost policy, the partner must provide a breakdown of the support costs (not exceeding a rate of 8% or the rate set in the donor's specific conditions, whichever is lower) .
* Budget items are general categories intended to help you think about where to allocate money. If a planned expense doesn't seem to fit one of the standard line item categories, list it under Other Costs and indicate what the money will be used for.
* The figures in the budget sheet must match those in the header and text of the proposal.
* Depending on the results to be provided, the following indicative thresholds could be followed for costs:
* maximum for personnel costs linked to a proposal - 20% of programming costs;
* between 3 and 5% for audits (to be retained by UN Women for Responsible Party audits) (may change depending on annual audit cost) ;
* 3% for monitoring and evaluation; And
* up to 8% (or as agreed by the donor concerned) – support costs, including (utilities, rent, etc.).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Result 1 (e.g., output)** Repeat this table for each result [[3]](#footnote-3). | | | | | |
| **Expenditure category** | **Year 1 [ Local currency]** | **Year 2 (local currency), if applicable** | **Total [ local currency]** | **Total (US$)** | **Total percentage** |
| 1. The staff |  |  |  |  |  |
| 2. Equipment/Materials |  |  |  |  |  |
| 3. Training/Seminars/Travel Workshops |  |  |  |  |  |
| 4. Contracts |  |  |  |  |  |
| 5. Other costs[[4]](#footnote-4) |  |  |  |  |  |
| 6. Incidental costs |  |  |  |  |  |
| 7. Other support requested |  |  |  |  |  |
| 8. Support costs (not to exceed 8% or the corresponding donor percentage) |  |  |  |  |  |
| **Total cost for outcome 1** |  |  |  |  |  |

I, (Name) \_\_\_\_\_\_\_\_\_\_\_\_ certify that I am (Position) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of (Organization Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; that by signing this proposal in the name of (Name of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this proposal, I agree to be bound by this proposal for the implementation of the range of services as specified in the CFP package and compliance with the terms and conditions set out in the model partnership agreement of UN Women.

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

(Signature)

(Name and title in block letters)

(Date)

**Appendix B-3**

**Proposed Staff Resume Format**

**Call for proposals**

**Description of services**

**CFP number**

Name of staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Number of years spent within the OSC: \_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Training/Qualifications** :

*Summarize staff members' college, university, and other specialized training, including school names, dates attended, and degrees and professional qualifications earned.*

**Employment/experience record**

*Starting with current position, list all jobs held in reverse order:*

* *For all* positions *held by staff members since graduation* : *List each position and provide dates, name of employing organization, title of position held, and location of employment.*
* *For the experience acquired over the last five years* *: Specify the type of activities performed, the degree of responsibility, the location of the assignments and any other information or professional experience considered relevant to this assignment.*

**References**

*Provide the name and address of two (2) references.*

**Appendix B-4**

**Minimum capacity assessment documents**

**[To be submitted by sponsors and assessed by reviewer]**

**Call for proposals**

**Description of services**

**CFP number**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| **Governance, management and technique** | |
| Legal registration documents of the organization | Mandatory |
| Organization Governance Rules | Mandatory |
| Organizational chart | Mandatory |
| List of main officials of the organization | Mandatory |
| CVs of key members of the organization who are proposed for engagement with UN Women | Mandatory |
| Details of the organization's anti-fraud policy framework (which must be consistent with the UN Women Anti-Fraud Policy) | Mandatory |
| Details of the organization's PSEA strategic framework | Optional |
| Documentation attesting to the training provided by the organization to its employees and associated personnel on SEA prevention and response. | Mandatory |
| Organizational policy and procedure documents regarding grantmaking (if grantmaking activities are included in the UN Women mandate of the call for proposals) | Mandatory |
| Organization policy and procedure for partner selection (if one or more sub-partners are to be used) | Mandatory |
| **Administration and finance** | |
| Administrative and financial rules of the organization | Mandatory |
| Details of the organization's internal control framework | Mandatory |
| Verified status of the organization over the last 3 years | Mandatory |
| List of banks with which the organization's bank accounts are held | Mandatory |
| Name of the organization's external auditors | Optional |
| **Supply** | |
| Organizational procurement policy or manual | Mandatory |
| Model tender documents for the purchase of goods or services (e.g., request for quotation (FRQ), request for proposals, etc.) used by the organization | Mandatory |
| List of the organization's main suppliers/vendors and copies of their contract(s), including evidence of their selection processes | Mandatory |
| **Customer relations** | |
| List of the organization's main clients/donors | Mandatory |
| Two references for the organization | Mandatory |
| Past reports to the organization's clients/donors within the last 3 years | Mandatory |

1. In exceptional circumstances, three (3) years of history recording may be accepted and it must be fully justified. [↑](#footnote-ref-1)
2. [Bulletin of the Secretary-General, 9 October 2003, on “Special Measures for Protection against Sexual Exploitation and Abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13) ” (ST/SGB/2003/13) and the United Nations Protocol on Allegations of Sexual Assault Exploitation and Abuse involving implementing partners. [↑](#footnote-ref-2)
3. If the budget is for grant-making activities, add a field for grants. For grantmaking, (i) only up to 50% of the partner's proposal amount may be used to fund grants. , (ii) not more than 25% of the artner agreement value may be issued by individual grant. [↑](#footnote-ref-3)
4. “Other costs” refers to all other costs that are not included in the results-based budget. Please specify what this is in the footnote. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-4)