



**TARGETED CALL FOR PROPOSAL**  
**WOMEN AS AGENTS FOR PEACE THROUGH AN ESTABLISHMENT OF AN**  
**OBSERVATORY AND PLATFORM FOR MONITORING OF ELECTORAL GBV**  
**VIOLENCE IN SOMALILAND.**

**Maximum Total Budget of the proposal should not exceed 249,000 USD**  
**CFP No.: 2/2018**

**Section 1 – CFP letter**

UNWOMEN plans to engage (Implementing Partner/Responsible Party) as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than: **Midnight (East African Time) of Wednesday, the 25<sup>th</sup> of July 2018.**

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

- CFP section 1: CFP letter (this document)
- CFP section 2: Proposal data sheet
- CFP section 3: Instructions to proponents
- CFP section 4: UNWOMEN Terms of Reference

**CFP forms to be returned (mandatory):**

- Annex B2-1 Proposal/no proposal confirmation form
- Annex B2-2 Mandatory requirements/pre-qualification criteria
- Annex B2-3 Template for proposal submission
- Annex B2-4 Format of resume for proposed staff
- Annex B2-5 Capacity Assessment Document Checklist

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

## Call for Proposal (CFP)

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

### **Section 2: Proposal data sheet**

**Program/Project:** Joint programme on Women's political participation and Empowerment in Somalia (JP WPE)

**Program official's name:** "Implementation of a project on Women as Agents for Peace through an Establishment of an Observatory and Platform for Monitoring of Electoral GBV Violence in Somaliland"

Email: [abdisabur.abubakar@unwomen.org](mailto:abdisabur.abubakar@unwomen.org)

Telephone number: +252612450428. +252634456955

Issue date: **12<sup>th</sup> of July 2018**

#### Requests for clarifications due

Date: **17<sup>th</sup> of July 2018** (via e-mail)

Time: 12:00PM (East African Time).

#### UNWOMEN clarifications to proponents due

Date: **17<sup>th</sup> of July 2018.**

Time: 12:00PM (East African Time)

#### Proposal due

Date: **25<sup>th</sup> of July 2018.**

Time: **Midnight (East African Time) of Wednesday, the 25th of July 2018**

Planned award date: **27<sup>th</sup> of July 2018.**

Planned contract start date: **1<sup>st</sup> of August 2018.**

## Call for Proposal (CFP)

CFP No.: 2/2018

### Section 3: Instructions to proponents

#### 1. Introduction

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

#### 2. Cost of proposal

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

#### 3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2-2. See paragraph 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B2-2. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

#### **4. Clarification of CFP documents**

4.1. 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.

4.2. 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.

#### **5. Amendments to CFP documents**

5.1. 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.

5.2. 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.

#### **6. Language of proposal**

6.1 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.

6.2 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.

#### **7. Submission of proposal**

7.1. Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, 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:

[procurement.bids@unwomen.org](mailto:procurement.bids@unwomen.org)

7.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN after the due date and time may be rejected.

7.3 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.

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

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

## **8. Clarification of proposals**

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

## **9. Proposal currencies**

All prices shall be quoted in US dollars (USD)

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

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

## **10. Mandatory/pre-qualification criteria**

10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

10.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

## 11. Evaluation of technical and financial proposal

### a. PHASE I – TECHNICAL PROPOSAL (70 points)

- i. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which maximum possible 70 points may be determined. Technical evaluators who are members of a Committee for Partners' Assessment (CPA) appointed by 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.

	<b>Technical description and appropriateness/adequacy of approach</b>	40 points
	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>• proposed staffing (number and expertise) for the services to be delivered;</li> <li>• organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required</li> <li>• relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors</li> </ul>	15 points
	<b>Governance and management capacity:</b> (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>• Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation</li> <li>• Overall governance/management structure of the proponent organization</li> </ul>	8 points
	<b>Financial and administrative management capacity:</b> (See Capacity Assessment Checklist)	7 points
	<b>TOTAL</b>	70 points

### b. PHASE II - FINANCIAL PROPOSAL (30 points)

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents' prices to that of the lowest evaluated cost.

Formula for computing points:

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  $(\$10.00/\$20.00) \times 30$  points = 15 points

## 12. Preparation of proposal

- 12.1 You are expected to examine all terms and instructions included in the CFP documents.

Failure to provide all requested information will be at proponent’s own risk and may result in rejection of proponent’s proposal.

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

**CFP submission** (on or before proposal due date): **Midnight of Wednesday, the 25th of July 2018**

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

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

Part of proposal	Mandatory Requirements/pre-qualification criteria ( <b>Annex B2-2</b> hereto)
Part of proposal	<b>Template for proposal submission (Annex B2-3)</b>
Part of proposal	<b>Resumes of proposed team members with prescribed information (Annex B2-4)</b>
Part of proposal	<b>Capacity Assessment Document Checklist (Annex B2-5)</b>

If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return the following ‘Proposal/no proposal confirmation form’ (**Annex B2-1**) indicating your reasons for non-participation.

**Pre-submission:**

Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal.

Stand-alone document	Proposal/no proposal confirmation form ( <b>Annex B2-1</b> hereto)
----------------------	--

### **13 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.

### **14 Award**

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

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

14.3 The award will be for an agreement with an original term of One year with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.



## Section 4: UN Women Terms of Reference

### 1. Introduction

#### a. Context Analysis for the required services/results

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. UN Women's programmes on women, peace and security are guided by a series of commitments to women's rights. These include resolution 1325, and seven supporting UN Security Council resolutions—1820, 1888, 1889, 1960, 2106, 2122 and 2242. UN Women works to prevent conflict, and to promote women's participation in early warning and mediation initiatives. Positive gains have been made through UN Women work in conflict prevention particularly through the establishment of a women's situation room to monitor and prevent electoral-related violence, establishment of a network of women mediators, among other efforts.

Globally women representation in leadership and governance remain low. Women representation in parliaments is currently at 23.8% (IPU 2017). This is despite an increase in campaigns and advocacy for women's inclusion in governance, coupled with increased numbers of women running for elective positions, improved policy, legislative and legal environments within which women are running for elective offices. In Africa the leading countries on women political leadership include Rwanda 64% leading globally, Senegal 42.7%, South Africa 42%, and Namibia 41.3%. In East Africa region Rwanda 64%, Tanzania 36%, Uganda 35% and Burundi 30.5%.

There are several global and regional instruments and international agreements that inform the pursuit of gender equality and empowerment in Africa. This include: Sustainable Development Goals; particularly SDG 5 ("Achieving Gender Equality and Empower All Women and Girls"; the Convention on the Elimination of All Forms of Discrimination Against Women, the International Covenant on Civil and Political Rights, the Beijing Platform for Action (1995), the African Charter on Human and People's Rights and the Rights of Women in Africa (Maputo Protocol, 2003) and the Solemn Declaration on Gender Equality in Africa (2004).

The Constitution also provides for equal opportunity of all citizens in terms of education, employment and health. It goes further to recognize special needs in the health, care, development and education of vulnerable mothers, children and mentally disabled persons. The principle of non-discrimination is also expressed in international human rights instruments, which are recognized by the Government of Somaliland. By virtue of Article '8' of the Constitution of Somaliland: 'All citizens of Somaliland shall enjoy equal rights and obligations before the law, and shall not be accorded precedence on grounds of colour, clan, birth, language, gender, property, status, opinion etc.' It is further provided that: 'Precedence and discrimination on grounds of ethnicity, clan affiliation, birth and residence is prohibited; and at the same time programmes aimed at eradicating long-lasting bad practices shall be a national obligation.

Although, there is no reliable data, women's representation in Somaliland is almost non-existent due to the fact that there is only one female in the house of representative, only two females in the cabinet and there are only ten (10) female councillors out of around four hundred fifty (450) councillors. This law representation of women in Somaliland is due to several complementing factors, such as: Strong cultural attitudes and traditional norms, such as religious beliefs and a patriarchal society that often dictates the roles of women and prevent women from fully participating in political processes. Women are also severely vulnerable and subjected to electoral-based violence, which are threats of and acts of violence and intimidation used to prevent women from participating in elections. Violence is deliberately used to exclude women from political participation and most commonly found in the public sphere and is manifested in various ways such as psychological, verbal and physical violence. For example; the local council's election of 2012, experienced waves of post-election violence in several districts including Hargeisa being the worst affected. Women are most times used to protest against the police while they are most times the main offenders and victims in these confrontations. To this end, women withdraw from full participation in election processes due to Violence against Women in Elections which results in zero representation of women at all levels

of decision making hence, gender discrimination that led to lopsided development and poor leadership in Somaliland over the past 25 years.

In the gender based violence, 16% of the young females (Age 15-30) experience at least one rape violence in their lifetime; as per the Somaliland youth violence baseline; and 99% of the females aged 15-49 years undergone female genital mutilation, According to the MICS, 2014.

#### **b. Background Information**

Since the reassertion of its sovereignty in 1991, the Republic of Somaliland has focused on peace-building and the reconstruction of its nation, which was adversely affected by the war. The process of peace-building and socio-economic reconstruction towards national development required a concerted effort of both men and women to ensure growth and good governance in all sectors. Women played an active role in this process but were soon marginalized by negative traditions and customs that perceived national development as a male domain. This perception stemmed from the patriarchal lineage of the clan-based system, which recognizes male dominance and perpetrated gender inequality through customary laws. The norm of gender inequality, which was once a feature of nomadic society, is gradually proving untenable to meet the challenges of the new millennium as well as national and international development.

Somaliland women have played an important role in conflict prevention and reconciliation. During the inter-clan fighting in Burao and Berbera, women mobilized together (Bushra and Gardner, 2004) to collectively urge traditional leaders to resolve the conflict. During a peace conference held in Somaliland in 1992, women were not represented in the formal reconciliation conference but were in charge of logistical preparations (food, logistics) for the meeting. In 1993, 10 women participated in the national reconciliation conference in Borama following a petition by the women's organizations, though they were not allowed to present their views in front of the conference nor vote. During the conference, the women continuously lobbied with the elders for their concerns to be addressed more so with the insistence of peaceful coexistence to avoid further suffering. Despite these efforts, women's inclusion in conflict prevention and mitigation remains limited, and are most often affected by conflict-related violence.

According to the Somaliland National Development Plan II, economic development, infrastructure development, good governance, social development and environment protection are the pillars upon which the Somaliland National Vision 2030 rests. Although gender is not assigned specific pillar of the NDPII, but it is well mainstreamed into all its pillars in a manner that requires all the nine sector working groups to have their mechanisms of monitoring and reporting gender equality specific indicators. As part of the UN Women support to Somaliland government in the implementation of the National gender policy, there are efforts to enable Somaliland Gender ministry to put in place gender-responsive monitoring and reporting frameworks and tools that can be used to follow up with the sector groups of the NDPII and make sure they are working towards the achievement of their respective gender equality indicators including but not limited to: education indicators, health indicators and economic and access to justice and political participation indicators.

Women constitute more than 50% of the population in Somaliland. Violence against women is on the rise, particularly in IDP camps. Nonetheless, there is limited documentation and accessibility of SGBV cases. Election-related violence has become common that even an election considered to be free and fair by official electoral observer missions may not turn out to be free of violence. Elections-related violence can have a negative impact on marginalized groups of youth who have historically being used (globally) to perpetrate violence and women who have borne the brunt of such violence by being disenfranchised and denied their right to participate in elections as candidates, supporters and voters to name a few.

The Somaliland Parliamentary and local councillors' elections are scheduled for April 2019. This provides an opportunity for women's participation both as voters and candidates, including the need for ensuring availability

and accessibility of mechanisms which prevent electoral-related violence against women. A national platform on women peace and security will facilitate a coordinated approach to promoting women's participation in conflict prevention and reconciliation processes as well as their meaningful participation in politics and decisions that are affecting them directly or indirectly.

In order to promote women's equal participation in politics and in conflict prevention initiatives, and to prevent electoral-related violence, UN Women is looking for a local NGO to support the establishment of an observatory and platform for monitoring action against electoral violence in Somaliland and a national women's coordination platform on women peace and security. The observatory and the platform of electoral violence will provide a monitoring mechanism for identifying and reporting cases of electoral violence, coordinate efforts towards peaceful elections in Somaliland, provide trainings to youth peace advocates to prevent electoral-related violence, and provide regular updates of conflict-related violence at the district-level. Through its social media handle, the Observatory will facilitate online discussions and engage the youth in promoting peaceful messages during the campaign period and elections. High level advocacy for Sexual Offenses Bill implementation will be also coordinated with justice sectors and government leadership.

The observatory and monitoring platform will closely work with both National Election Commission regional and district officers and local security authorities when reporting cases of violence.

Similarly, the selected NGO will be responsible for establishing a national coordination platform on women peace and security, which will provide an avenue for Somaliland women and gender equality advocates to discuss the women peace and security agenda and women's contribution towards ongoing peacebuilding and reconciliation processes. At the same tailored training programs will be given to women political aspirants to increase women's chances to compete and win parliamentary seats both at local and national levels.

#### **c. UN Women Key Result Area: Women benefit from peacebuilding and recovery efforts**

This result area is responding and contributing to Outcome 4.3 of UN Women country Strategic Note (The socio-economic recovery & political participation of women and girls are promoted in the fragile context); UN Women Africa Strategy Outcome 1: (Women lead, participate in and benefit equally from decision making processes); and UN Women Global Strategic Priority 1: (Women lead, participate in and benefit equally from governance systems). It is also aligned with the Strategic Priority one (1) of the UN Strategic Framework for Somalia (Deepening federalism and state-building, supporting conflict resolution and reconciliation, and preparing for universal elections) and Somalia National Development Plan (2017 – 2019) pillar one (1): (Peace, security and rule of Law). UN Women Somalia has selected one flagship program area: Women's Engagement in Peace, Security, and Recovery. Three outcomes will be addressed under this flagship: 1) An enabling environment for implementation of WPS commitments is created; 3) Women and girls' safety, physical and mental health and security are assured and their human rights respected; and 4) The socio-economic recovery & political participation of women and girls are promoted in the fragile context. To ensure achievement of results on the flagship area, UN Women will empower civil society organizations to advocate for development and implementation of national action plans for UNSCR 1325 and build capacities of women to participate in and influence decisions on conflict prevention and reconciliation processes.

UN Women will establish an electoral observatory mechanism (women's situation room), to build capacities of the civil society to monitor and report cases of electoral violence during parliamentary and local council elections in Somaliland and Garowe parliamentary elections in 2019, as well as the anticipated one person one vote 2020/2021 elections in Somalia.

Based on the principles of the New Deal Compact and under the leadership of the gender ministries, Joint Program on Women Political Empowerment is being implemented jointly by UNDP, UN Women and UNSOM. This JP that falls within the current framework of PSG1: 'Inclusive Politics', addresses the above women's equal participation challenges in a holistic way through a combination of interventions aiming to increase women's voice and participation in decision-making bodies, and focuses on eight output areas under three outcomes as follows:

Outcome 1: Key and enabling legislations and policies are reformed/adopted to promote Gender Equality and women's political participation:

- Output 1.1: Revised Federal Constitution of Somalia, political parties' law; electoral law adopted; enabling increased women political participation;
- Output 1.2: Strengthened capacity of NIEC, ICRIC, MOIFA, MOCA and Parliament to enhance women's political participation and leadership at federal and state level;
- Output 1.3: Political party policies and procedures reformed to include and increase women participation in their decision-making structures;
- Output 1.4: Violence against women in political, state formation, peace building and elections are mitigated.

Outcome 2: increased voice and recognition of women as leaders and decision-makers:

- Output 2.1: increased voice of women and their networks and coalition within formal and informal decision-making structures at federal, state, district and communities level;
- Output 2.2. Leadership capacity and educating skills of women in decision-making positions and women aspirants and candidates to elections are strengthened (MPs, women councillors, Ministers and Gender Advisors, political aspirants, candidates etc.).

Outcome 3: Enhanced capacity of MoWHRD and Ministries of Women in Somaliland and Puntland to coordinate and advocate for increasing women participation and gender equality in political and electoral processes:

- Output 3.1: Strengthened capacities of Ministries of women (FGS, Puntland and Somaliland) to influence legal and policy environment promoting and increasing women political participation at federal and state levels and to coordinate with the key institutions and partners engaged in political and electoral processes;
- Output 3.2. Ministries of Women led advocacy to increase women's political participation in political and electoral processes.

With this programmatic information and background, partnerships with CSOs; particularly women led CSOs, registered CBOs and academia is central in raising public awareness on mitigating and preventing electoral related GBV incidents before, during and after elections. UN Women will give technical and financial support to a LINGO to mobilize Non- State Actors, women networks, youth and media as well as local security authorities to monitor, prevent and report cases of Gender-based electoral violence during Somaliland parliamentary and local council elections in the beginning of 2019.

Building upon UN Women previous interventions, the call will be specifically expected to deliver output 1.4 of outcome 1 of the JPWPE and output 4.3.2 of outcome 4.3 of the UN Women country Strategic Note as follows:

Outcome 1: Key and enabling legislations and policies are reformed/adopted to promote Gender Equality and women's political participation:

- Output 1.4: Violence against women in political, state formation, peace building and elections are mitigated.

Outcome 4.3: The socio-economic recovery & political participation of women and girls are promoted in the fragile context:

- Output 4.3.2: Post conflict institutions and processes (including security, justice, reconciliation and governance) are gender-responsive.

These results are articulated in the below results framework for easy references:

#### RESULTS FRAMEWORK

Results	Baseline	Target	Key indicators for work to be done (which forms evaluation criteria for proposals)
Outcome 4.3: The socio-economic recovery & political participation of	TBD	TBD	Number of initiatives developed and/or being implemented to monitor violence

women and girls are promoted in the fragile context			against women in politics, with UN-Women's support
Output 4.3.2: Post conflict institutions and processes (including security, justice, reconciliation and governance) are gender-responsive (Aligned to UN Joint Program (JP) on WPE Output 1.4)	0 (No mechanism exists to mitigate electoral-related violence against women)	2-CSO monitoring mechanisms and electoral observatory structures are established which mitigate violence and the threat of violence against women candidates and voters.	-Number of mechanisms to monitor instances of violence or threats of violence against women candidates and voters;

**d. Description of the call (required services)**

1. Establishment of an observatory and platform for monitoring of electoral GBV violence in Somaliland;
2. A network of youth peace ambassadors (men and women) with the capacity to prevent and respond to electoral-related violence through community-based awareness raising initiatives, members trained on electoral-related violence, mitigation and resolution of conflict in six regions;
3. Inter-generational dialogues on women, peace and security launched at the local level ahead of the Parliamentary elections;
4. Support women political aspirants on mitigating GBV incidents during campaigning by profiling successful women as role models through media;
5. Partnerships established with 3 media houses to promote messages calling for peaceful elections;
6. A social media platform designed and launched to engage youth in discussions on electoral-related violence;
7. A national coordination platform (Somaliland Chapter) on women peace and security established with a clear Terms of Reference and implementation plan.

**e. Guiding Principles**

The overall guiding principle of the call is that the proposal must delimit to the UN Women scope defined in the above with the following other principles:

- i. **Level of intervention:** Following the rationale for this call, UN Women seeks for proposals that will intervene at national to cover all six regions of Somaliland. Therefore, proposals will have to provide an evidence-based description and justification of proposed interventions as well as organization's capacity and physical presence of the regions. This must form part of your proposal;
- ii. **Innovative Approaches:** UN Women seeks proposals are showing innovation skills of approaching local women networks, youth ambassadors, media and local security authorities to effectively monitor, prevent and report cases of electoral related GBV cases in the regions;
- iii. **Value for money and delivery of tangible of results:** UN women seeks for proposals that will clearly demonstrate how tangible results will be delivered, clear articulation of results including numbers (especially responding to the targets in the log frames), identifying and reaching different groups of

women networks, youth ambassadors, media and local security authorities and demonstration of rate of return on investment and application of cost effectiveness;

- iv. **Coordination and synergies with others:** UN Women seeks proposals that clearly demonstrate synergy and coordination with other key role players and stakeholders including National Election Commission, Political Parties, local security authorities and local communities and existing structures. One player being able to support and strengthen other players especially at the grassroots and national level will have high impact and returns.

**f. Competencies:**

1. Demonstrated experience in implementing projects related to women's participation in peacebuilding/conflict resolution and women's participation in politics and leadership is required
2. Experience in working with stakeholders (established women's and youth organizations/networks), the government (including the National Electoral Commission), Justice and Security sectors, and UN on advocacy and awareness-raising activities on gender-related issues (women's political participation, engagement in peace building and conflict resolution, and protection issues)
3. Prior experience in working with media houses and capacity to establish virtual platforms for advocacy and communication is required
4. Applicant organization must demonstrate experience in coordinating gender-related initiatives both at the local and national levels
5. Prior implementation of a UN-funded project is required. Experience in implementing UN Women-funded projects is an advantage.

**Eligibility**

1. Applicant organization must have been in existence for at least 5 years, with 3 years' work experience in Somaliland
  2. The organization must be duly registered as a non-profit in Somaliland
  3. The organization must have the needed organizational structures
  4. The organization must have an appreciable financial management system
  5. The organization must have undergone a financial audit over the past 3 years
- g. **Timeframe:** Expected start and End date of the required Services: 1<sup>st</sup>th of August 2018 to 30<sup>th</sup> of July2019.

**Annex B2-1**

**Call for proposal**

**Description:**

**CFP No.**

**Proposal/no proposal confirmation form**

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

Date:

To: UNWOMEN

Email:

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject \_\_\_\_\_

YES, we intend to submit an offer.

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

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

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

## Annex B2-2

### Call for proposal

#### Description of Services:

CFP No.

#### Mandatory requirements/pre-qualification criteria

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

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



Consolidated United Nations Security Council Sanctions List(s)	
--	--

### Annex B2-3

#### Call for proposal

#### Description of Services:

CFP No.

#### Template for proposal submission

<b>Mandatory requirements/pre-qualification criteria</b>
--

Proponents are requested to complete form Annex B2-1 and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. UN WOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

<b>Component 1: Organizational Background and Capacity to implement activities to achieve planned results</b> (max 1.5 pages)
---

This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

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

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

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

**Component 3: Description of the Technical Approach and Activities** (max 2.5 pages)

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will actually be done to produce the expected results in terms of activities. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, etc.

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4

**Component 4: Implementation Plan** (max 1.5 pages)

This section is presented in tabular form and can be attached as an Annex. It should indicate the **sequence of all major activities and timeframe (duration)**. Provide as much detail as necessary. The Implementation Plan should show a logical flow of activities. Please include in the Implementation Plan all required milestone reports and monitoring reviews. Program results are already predetermined and put for you in this section and just you need is to insert the proposed activities in a logical flow

## 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													
Results (already inserted for you); Proposed activities <sup>1</sup> , indicators, baselines and targets for each.		Duration of Activity in Months (or Quarters)											
Result/Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
<b>Output 4.3.2: Post conflict institutions and processes (including security, justice, reconciliation and governance) are gender-responsive (aligned to UN JP Output 1.4)</b>													
Activity 1													
Activity 2													
Activity 3													
Activity 4													
Activity 5													

## 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

<sup>1</sup> Proposed activities should be maximum five activities per result.

elements to be included are:

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

**Component 5: Risks to Successful Implementation (1 page)**

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

**Component 6: Results-Based Budget (max. 1.5 pages)**

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

- Include only costs which directly relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of

the standard line item categories, list the item under other costs, and state what the money is to be used for.

- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

<b>Result 1 (e.g. Output)</b> Repeated this table for each result.					
<b>Expenditure Category</b>	<b>Unite</b>	<b>Unit Price</b>	<b>Total (USD)</b>	<b>% Total</b>	<b>Year 1 total (USD)</b>
<b>Output 4.3.2: Post conflict institutions and processes (including security, justice, reconciliation and governance) are gender-responsive (aligned to UN JP Output 1.4)</b>					
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
5. Other costs <sup>2</sup>					
6. Incidentals					
7. Other support requested					
8. Contingency (max. 5%)					
<b>Total Cost for Result 4.3.2</b>					

<sup>2</sup> "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

**Annex B2-4**

**Call for proposal**

**Description of Services:**

**CFP No.**

**Format of resume for proposed staff**

Name of Staff: \_\_\_\_\_

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

Years with NGO: \_\_\_\_\_ Nationality: \_\_\_\_\_

**Education/Qualifications:** (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees-professional qualifications obtained).

**Employment Record/Experience**

(Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment).

**References**

Provide names and addresses for two (2) references.

Annex B2-5

Call for proposal  
Description of Services:  
CFP No.

**Capacity Assessment Document Checklist**  
**For Potential Implementing Partners/Responsible Parties**

**Governance, Management and Technical**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
Legal registration	Mandatory	
Rules of Governance / Statues of the organization	Mandatory	
Organigram of the organization	Mandatory	
List of Key management	Mandatory	
CVs of Key Staff proposed for the engagement with UN Women	Mandatory	
Anti-Fraud Policy Framework	Mandatory	

**Administration and Finance**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
Administrative and Financial Rules of the organization	Mandatory	
Internal Control Framework	Mandatory	
Audited Statements of last 3 years	Mandatory	
List of Banks		
Name of External Auditors		

**Procurement**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
Procurement Manual	Mandatory	
Procurement Code of Conduct		
List of main suppliers / vendors		

**Client Relationship**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
List of main clients / donors	Mandatory	
Two references	Mandatory	
Past reports to clients / donors for last 3 years		