



TARGETED CALL FOR PROPOSALS
BUILDING WOMEN CIVIL SOCIETY ORGANIZATION'S CAPACITIES TO
ADVOCATE FOR WOMEN'S POLITICAL REPRESENTATION MODEL IN
SOMALIA

Maximum total Budget should not exceed 249,000 USD

CFP No: 1/2018

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 25th 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

Call for Proposal (CFP)

Section 2: Proposal data sheet

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

Program official's name: "Building Women Civil Society Organization's Capacities to advocate for Women's Political Representation in Somalia"

Email: Abdisabur.abubakar@unwomen.org

Telephone number: +252612450428. +252634456955

Issue date: **12th of July 2018**

Requests for clarifications due

Date: **16th of July 2018** (via e-mail)

Time: 12:00PM (East African Time)

UNWOMEN clarifications to proponents due

Date: 17th of July 2018.

Time: 12:00PM (East African Time)

Proposal due

Date: 25th of July 2018.

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

Planned award date: **27th of July 2018.**

Planned contract start date: **1st of August 2018.**

Call for Proposal (CFP)

CFP No.: 1/2018

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 . 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

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.

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

b. PHASE II - FINANCIAL PROPOSAL (30 points)

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

Formula for computing points:
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** (East African Time)

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

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

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

If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return 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 (Annex B2-1 hereto)
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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

Grounded in the vision of equality and enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls, empowerment of women, and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of national priorities and efforts, building effective partnerships with government, civil society and other relevant actors.

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 government coupled with increased numbers of women running for elective positions, improved policy, legislative and institutional environments within which women are running for elective offices. In Africa the leading countries on women political leadership include Rwanda 64% which is leading globally, Senegal 42.7%, South Africa 42%, and Namibia 41.3%. In the Africa region, Rwanda 64%, Tanzania 36%, Uganda 35% and Burundi 30.5% are the leading countries.

Somali women were significantly under-represented in public life and decision-making processes; including electoral processes and public service. Women's representation in the parliament has just increased from 14% in 2012 to 20% in 2016 (the eighth legislature). It is being realized that this increase is because of the CSOs 30% women's representation and advocacy efforts made during election campaigns, particularly the Goodwill Ambassadors' tireless work. Therefore, supporting women CSOs' advocacy is becoming crucial and necessary for better representation of women in decision-making.

There are several global and regional instruments that inform the pursuit of gender equality and empowerment in Africa. At the global level, the Sustainable Development Goals, and the underpinning Agenda 2030, recognize that the realization of gender equality is a pre-requisite for the achievement of economic, environmental and social development. According to Agenda 2030, it is a fundamental human right for women and girls to enjoy equal access to quality education, economic resources and political participation as well as equal opportunities with men and boys for employment, leadership and decision-making at all levels. SDG 5 is on "Achieving Gender Equality and Empower All Women and Girls", in addition to cross-cutting gender issues in all the 17 goals, which implies that gender equality is central in the achievement of all SDG goals. Prior to the SDGs, the UN agreed a Minimum Set of 52 quantitative Gender Indicators that all countries should produce, some of which are part of the SDGs.

There are other international agreements on gender equality and empowerment that also have great significance for women participation in decision making: 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), the Solemn Declaration on Gender Equality in Africa (2004), among others are included.

b. Background Information

The Joint UN Programme on Women's Political Leadership, Participation and Empowerment (JP WPE) is a collaborative initiative between the Federal Government, represented by the Ministry of Women and Human Rights Development (MoWHRD) and the UN, represented by the UNDP, UN Women, and UNSOM with the goal of 'strengthening women's leadership and participation in decision-making processes and structures in Somalia; making them more inclusive and gender responsive'. The JP WPE is a multi-year initiative aiming at promoting transformational change for gender equality.

and women's political empowerment. Running from 2016-2020, the programme is so far funded by DFID through Multi-Partner Trust Fund Modality (MPTF) established under the Somali Development and Reconstruction Facility (SDRF).

The implementation of JP WPE over four years will require US\$ 6,818,784.00 of which GBP 3,700,000.00 represents 70.40% (USD 4,800,908.00) is funded by DFID. 29.60% of the budget is unfunded.

Under the overall leadership of and in collaboration with the Ministry of Women and Human Rights Development (MoWHRD), the Joint Programme on Women Political Leadership and Empowerment (JP WPE) brings together strategies and interventions implemented and supported by UNDP, UN Women and UNSOM to enable a coherent and consolidated approach toward increasing the participation and strengthening the role of women in the peacebuilding and state-building processes; focusing on their leadership and empowerment within three key areas: (1) adoption of gender responsive electoral legal, policy and planning frameworks, (2) increased voice and recognition of women as leaders and decision makers, and (3) enhanced coordination capacities of gender ministries at federal and member state levels.

Cultural and attitudinal barriers, limited endowments of women and girls (in terms of health, education and assets) and social norms about gender roles limit also women's participation. Therefore, a multi-pronged approach and strategic concerted efforts and initiatives are required to address all these constraints, including working with women CSOs to promote special representation measures for Somali women voices in 2020 elections.

The four-year period between 2016 and the 2020 electoral cycle will be a period of significant opportunities for strengthening of women's civil society organizations to advocate for women's representation in leadership and participation in decision-making at all levels through establishment of national women forums and structures (such as national women's representation task force), influencing electoral legal frameworks to be gender responsive and gender mainstreamed and development of national action plan and strategy for women's equal participation in 2020 elections.

c. Justification

Somalia has faced almost three decades of internal conflict, extreme poverty and under-development, food insecurity and massive internal displacement of the populations. The protracted war in Somalia has severely impacted on a major part of the population and significantly so on women and girls. Women have not been adequately included in formal political and state building processes since peace building and negotiations have tended to follow a clan-based approach. The current power-sharing arrangements following the clan based 4.5 formula does not allow for Somali women's enhanced participation unless specific measures are taken.

However, significant political developments were reached recently, although there are much to be done on the country's constitutional review, to achieve the inclusive politics in 2020, the Government has developed an agenda: 'Roadmap for the next 100 days' which has three main components: (i) Democratization, (ii) Finalizing the Constitution, and (iii) Decentralization. 'One person one vote' is also sought to be applied in 2020 elections. Over the coming three years, Somalia plans to consolidate its democratization agenda through, among others, a sound system of political representation and a participatory approach in state affairs aiming to increase people participation in state affairs. The democratic agenda aims to introduce multi-party democracy by 2020, through: (i) Enactment of Political Parties Law. (ii) Development of an Electoral Law. (iii) Registration of political parties and most importantly finalization of the constitution with national public referendum.

All these processes will culminate in the establishment of permanent federal institutions and installation of elected Parliamentarians and President of the Federal Republic of Somalia in 2020. Therefore, women CSOs have an important role to play in these processes of electoral legal framework development, political parties development and women political aspirants preparations which could provide an opportunity for Somali women to create a new reality for women's political participation and leadership in 2020 Somalia elections.

d. UN Women Key Result Area: Women participate and benefit from peacebuilding, security and reconstruction planning

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 Strategic

Outcome 1: (Women lead, participate in and benefit equally from decision making processes); and UN Women (Strategic Priority 1: (Women lead, participate in and benefit equally from governance systems). It is also aligned with 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 commitments is created; 2) Women and girls’ safety, physical and mental health and security are assured and their human rights respected; and 3) The socio-economic recovery & political participation of women and girls are promoted in a fragile context. This later outcome has three outputs among which: “Women participate and benefit from peacebuilding, security and recovery planning” is among them.

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 and legal framework development processes including constitutional development, electoral law development, political parties review and other related policies, arrangements and political development.

Based on the principles of the New Deal Compact, UN Strategic Framework for Somalia and the Somalia National Development Plan, and under the leadership of the Ministry of Women and Human Rights Development, a 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 UNSF strategic priority one: 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. This JP addresses the above-mentioned 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, ICRC, 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 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 and 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, registries, CBOs and academia is central in raising public awareness and facilitating women’s effective engagement in political and legal framework development including influencing constitutional review processes, election law development, political parties law review processes to include specific gender equality and women’s equal participation into political decision-making. UN Women will give technical and financial support to a women CSO to mobilize Non- State Actors, women networks, youth and media as gender advocates to advocate effectively for the inclusion of women’s participation model including 30% of women’s quota model and etc into the legal framework (constitution, election law and political parties law), political development, electoral arrangements and policy discussions.

Building upon UN Women previous interventions, the call will be specifically expected to deliver of the UN Women Strategic note: ‘Women participate and benefit from peacebuilding, security and recovery planning’. The call will also be expected to contribute to: Output 1.1: Revised Federal Constitution of Somalia, political parties’ law; electoral law and procedures enabling increased women political participation; Output 1.3: Political party policies and procedures reformed to increase women participation in their decision-making structures; Output 2.1: increased voice of women and women networks and coalition within formal and informal decision-making structures at federal, state, district and community level and 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.).

These results are articulated in the following results framework.

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 women and girls are promoted in the fragile context	TBD	TBD	<ul style="list-style-type: none"> - Number of women leaders, candidates and aspirants with strengthened capacities to engage in political life, with UN-Women’s support - Number of gender equality initiatives developed and/or being implemented by parliamentary bodies (Legislative Committees/ Parliamentary Committees/ Women’s Caucus/ Speaker of Parliament Office/Secretariat of the Parliament) with UN-Women’s support
Output 4.3.1 Women participate and benefit from peacebuilding, security and recovery planning (Aligned to UN Joint Program (JP) on WPE Outputs 1.1, 1.2, 1.3, 2.1, 2.2, 3.1)	Only quantitative criteria available (i.e. 24% of women in parliament)	Quality criteria identified by political economy analysis	Indicator 4.3.1A: Availability of affirmative actions to ensure women representation in political leadership

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 and the following other principles:

- i. Level of intervention: Following the rationale for this call, UN Women seeks for proposals that will engage and facilitate women networks, gender advocates and non-state actors to effectively influence legal framework (constitution, election law and political parties law) through well-organized social and community-based campaigning and by providing women political aspirants through media. Therefore, proposals will have to provide an evidence-based descriptive justification of proposed interventions as well as organization's capacity and physical presence in the country. This must form part of your proposal;
- ii. Innovative Approaches: UN Women seeks proposals are showing innovation skills of approaching local women networks, gender advocates, media and local community structures to effectively organize and create women's movement on women's agenda in Somalia;
- iii. Value for money and delivery of tangible of results: UN women seeks for proposals that will clearly demonstrate 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 community structures 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 key role players and stakeholders including women CSOs, gender advocates, media and community structures as well as government line institutions such Ministry of Women and Human Development, Ministry of Constitutional Affairs, Ministry of Interior, Federal Affairs and Reconciliation, National Independent Electoral Commission and Political Parties. One player being able to support and strengthen other players especially at the grassroots and national level will have high impact and returns;
- v. Risk management: A clear articulation of risk identification and mitigation will be crucial;
- vi. Documentation, knowledge management, sharing and visibility of products and results: A clear articulation of how results and products will be documented, shared and made visible is required.

f. Description of the required Services:

Below are the descriptions of the call for the required services:

- i) Strengthened capacities of women movements at grassroots levels by developing National Task Force for 30% women's Quota/two-third representation:
 - a. Assessing ways of improving women's massive but also coordinated movements in forums as well as facilitating national political dialogues on women's participation;
 - b. Establishing national task force that advocate for women's representation model in Somalia at national level;
 - c. Provision of capacity building and training programs for women CSOs, gender equality advocates and women forums for effective advocacy for women's representation at all levels;
 - d. Profiling women political aspirants/candidates in the media refereeing the role they played in the reconstruction of the country.
- (ii) Supported women CSOs influence legislative bodies to adopt policies, legislations and procedures that promote gender equality and women's equal participation:
 - a. Support women groups and forums amplify their voice (e.g. through media) to demand to include specific women's participation measures into the electoral legal frameworks;
 - b. Support advocacy for allocation of government funding to women's engagement in political processes including running for political offices at local and national level;
 - c. Supporting women groups do advocate and awareness raising of political parties to improve/review their guidelines to ensure gender mainstreamed.
- (iii) Supported women CSOs develop plan of action and strategy on 30% of women's quota (Two-third representation) achievement:
 - a) Facilitate women CSOs, through national quota task force, to develop plan of action and strategy for women's meaningful and equal participation in 2020 elections;
 - b) Support the conduction of a preliminary study about the obstacles to the appointment of women to government positions including political parties' senior positions.

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

1th of August 2018 to 30th of July 2019.

h. Competencies:

- Demonstrated experience in implementing projects related to women's participation in peacebuilding/conflict resolution and women's participation in politics and leadership is required
- Experience in working with stakeholders (established women's CSOs and networks), the government (including Ministry of Women and Human Rights Development, Ministry of Constitution, Ministry of Interior, Federal Affairs, Reconciliation and National Electoral Commission), Justice and Security sectors, and UN on advocacy and awareness raising activities on women's equal political participation, engagement in constitutional review, and inclusion of women's participation measures into electoral legal framework development processes;
- Prior experience in working with media houses and capacity to establish virtual platforms for advocacy and communication is strongly required;
- Applicant organization must demonstrate experience in coordinating gender-related initiatives both at the local and national levels;
- Applicant organization must have the capacity to establish unified voice of women CSOs and lead grassroots advocacy to influence legal framework development process including the constitution, electoral law and political parties' law;
- Prior implementation of a UN-funded project is required. Experience in implementing UN Women-funded projects is an advantage;

Eligibility

- Applicant organization must have been in existence for at least 5 years;
- The organization must be duly registered as a non-profit in Somalia;
- The organization must have the needed organizational structures and facilities including well equipped offices;
- The organization must have an appreciable and credible financial management system;
- The organization must have undergone a financial audit over the past 3 years and can avail the audit reports;
-

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 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.

a. Mandatory requirements/pre-qualification criteria	b. Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No

<p>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</p>	Yes/No
<p>1.7 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)</p>	Yes/No

Annex B2-3

Call for proposal

Description of Services:

CFP No.

Template for proposal submission

Mandatory requirements/pre-qualification criteria

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

Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)

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

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

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

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

accomplish in relation to the UN Women TOR. This should include:

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

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

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

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

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

Component 4: Implementation Plan (max 1.5 pages)

This section is presented in tabular form and can be attached as an Annex. It should indicate the **sequence of all major activities and timeframe (duration)**. Provide as much detail as necessary. The Implementation Plan should show a logical flow of activities. Please include in the Implementation Plan all required milestone reports and monitoring reviews. 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 ¹ , indicators, baselines and targets for each.		Duration of Activity in Months (or Quarters)											
Results/Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
Output 4.3.1 Women participate and benefit from peacebuilding, security and recovery planning (Aligned to UN JP Outputs 1.1, 1.2, 1.3, 2.1, 2.2, 3.1)													
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 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

¹ Proposed activities should be maximum five activities per result.

will be achieved

Component 5: Risks to Successful Implementation (1 page)

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

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

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

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

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

Result 1 (e.g. Output) Repeated this table for each result.					
Expenditure Category	Unit [USD]	Unit price	Total	% Total	Year 1 Total (USD)
Output 4.3.1 Women participate and benefit from peacebuilding, security and recovery planning (UN JP outputs 1.1, 1.2, 1.3, 2.1, 2.2, 3.1)					
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts		..			
5. Other costs ²					
Total Cost for Result 4.3.1					

² "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

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

Administration and Finance

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

Procurement

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

Client Relationship

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