



ANNEX B2 - CALL FOR PROPOSALS (CFP)

Ending Violence Against Women and Girls (EVAW/G) UNIT

CFP No. [EVAWG TZ 2019/001 on Engaging Local Agents of Change to Prevent Violence Against Women 2019](#)

Section 1 – CFP letter

UN WOMEN plans to engage an (Civil Society Organisation/Non-Governmental Organisations) as defined in accordance with these documents. UN WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN WOMEN Terms of Reference. Proposals must be received by UN WOMEN at the address specified not later than (time) **23:59 hrs on 30th May 2019**.

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

CFP section 1: CFP letter (this document)

CFP section 2: Proposal data sheet

CFP section 3: Instructions to proponents

CFP section 4: UN WOMEN 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: lucy.tesha@unwomen.org



Call for Proposal (CFP)

CFP No. EVAWG TZ 2019/001 on Engaging Local Agents of Change to Prevent Violence Against Women 2019

Section 2: Proposal data sheet

Program/Project: **Engaging Local Agents of Change to Prevent Violence Against Women 2019**

Program official's name: Lucy Tesha

Email: lucy.tesha@unwomen.org

Telephone number: +255 715 930430

Issue date: **30th April 2019**

Requests for clarifications due

Date: **8th May 2019**

(via e-mail)

lucy.tesha@unwomen.org

Time: **16:30 hrs (EAT)**

UN WOMEN clarifications to proponents due [if applicable]

Date: **15th May 2019**

Time: **16:30 hrs (EAT)**

Proposal due

Date: **30th May 2019**

Time: **23:59 hrs (EAT)**

Planned award date: **15th June 2019**

Planned contract starts date / delivery date (on or before): **1st July 2019**



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Call for Proposal (CFP)

CFP No. EVAWG TZ 2019/001 on Engaging Local Agents of Change to Prevent Violence Against Women 2019

Section 3: Instructions to Proponents

1. Introduction

- 1.1 UN WOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for (Civil Society Organisation/Non-Governmental Organisations).
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UN WOMEN 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, UN WOMEN 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.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UN WOMEN Lucy Tesha, Programme Analyst VAW, by email at lucy.tesha@unwomen.org Proponents must not communicate with any other personnel of UN WOMEN 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 B. See section 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B2-2. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Clarification of CFP documents

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

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

5. Amendments to CFP documents

At any time prior to the deadline for submission of proposals, UN WOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UN WOMEN may, at its discretion, extend the deadline for the submission of proposal.

6. Language of proposal

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN WOMEN, shall be written in English. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

7. Submission of proposal

7.1. A single proposal that contains information about the technical approach, capacity, and budget (financial) to be submitted as one document. The proposals should be sent by email to the following secure email address: procurement.tanzania@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 UN WOMEN receives their proposal by the due date and time. Proposals received by UN WOMEN after the due date and time may be rejected.

7.3. When receiving the proposal by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UN WOMEN inbox. UN WOMEN 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 UN WOMEN in the dedicated inbox on or before the prescribed CFP deadline.

7.4. Late proposals: Any proposals received by UN WOMEN 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, UN WOMEN 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. UN WOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UN WOMEN Policy and Procedures.

9. Proposal currencies

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

UN WOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UN WOMEN 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 (section 9)

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 UN WOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. 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 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 UN WOMEN 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.



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Technical description and appropriateness/adequacy of approach / service	40 points
<ul style="list-style-type: none"> • Relevance and technical capacity: (See Capacity Assessment Checklist) • proposed staffing (number and expertise) for the services to be delivered; • organisational experience and proven track record/credibility on youth, women or peacebuilding issues. and other areas of expertise relevant to the services required; • organisational 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 organisation 	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 Points = for (A/B) computing Financial points: 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 UN WOMEN 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 UN WOMEN established requirements. Acceptance of such changes is at the sole discretion of UN WOMEN. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the CFP document.

12.5 Proponent’s proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due 30th May 2019):

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 this form 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.

13. Format and signing of proposal

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

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

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. UN WOMEN 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 UN WOMEN 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 term

Section 4: UN Women Terms of Reference

UN Women Call for Proposals – CFP/EVAWG 2019/001 on Engaging Local Agents of Change to Prevent Violence Against Women 2019

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

Call objective:	To eliminate violence against women and girls through roll out of the National Plan of Action to End Violence Against Women and Girls NPA on EVAWG (2017-21) in the highest VAW prevalence regions.
Duration	One year with possibility of extension (July 2019 – June 2020)
Organizational Unit	UN Women Tanzania Country Office-Violence Against Women and Girls (VAWG)
Geographic Area of Implementation	Mara, Kagera, Tabora, Geita, Singida, and Unguja Kusini/Pemba Regions

1. Background/Context for required services/results:

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

Violence against women and girls (VAW/G) is one of the most systemic and endemic human rights’ issues which disproportionately affects women and girls worldwide. Violence against women takes many different forms, manifested in a continuum of multiple, interrelated and sometimes recurrent forms. It can include physical, sexual and psychological/emotional violence and economic abuse and exploitation, experienced in a range of settings, from private to public, and in today’s globalized world, transcends national boundaries. Such violence is a form of discrimination against women which impairs or nullifies the enjoyment by women of human rights and fundamental freedoms. It is also an obstacle to national development and poverty reduction goals. Its health, social and economic impacts extend to children, communities, and society as whole.

The Government of the United Republic of Tanzania demonstrated its commitment to prevent and respond to VAWG through the development of appropriate legal and policy frameworks. In December, 2016, the Government adopted a National Plan of Action to End Violence against Women and Children



(NPA on VAWC 2017/18 – 2021/22) that integrated strategic actions both in relation to the prevention and response to violence against women and children.

Under its mandate to support Member States to achieve the Sustainable Development Goals (SDGs) gender-related targets in general and in particular SDG 5 target of Eliminating all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation; UN Women Tanzania Country Office is pleased to announce a **Call for Proposals CFP/EVAWG 2019/01 on Engaging Local Agents of Change to Prevent Violence Against Women 2019** for women-led Civil Society Organizations (CSOs) and Non-Government Organizations (NGOs) with innovative and high impact programmes on the advancement of gender equality, protection of women's rights. These initiatives will contribute to the implementation of the National Plan of Action (NPA) on Ending Violence Against Women and Children in line with Sustainable Development Goals (SDGs) in the selected regions of Mara, Tabora, Kagera, Geita, Singida and Unguja/Pemba. These regions report VAW percentiles that are higher than the national average as per National Demography and Health Survey 2015/16.

2. Programme Focus

Through this Call for Proposals, UN Women seeks proposals from women-led NGOs and NGOs with strong track record in advancing Gender Equality and the Empowerment of Women and in efforts regarding the prevention of violence against women and girls. NGOs will have proven capacity to develop and implement interventions with the overall objective of transforming the environment and social norms that perpetuate and contribute to violence against women and girls or put women and girls at risk of violence in public spaces, such as markets, streets, schools. Such initiatives should prioritize the implementation of National Communication Strategy to End Violence against Women and Girls and community levels initiatives that focus on engagement with religious, traditional and local leaders and women and men groups in the selected regions.

The objectives of the program are: 1) Favorable social norms, attitudes and behaviors are promoted at community and individual levels to prevent VAW 2) Attitudes and behavior related to women's and girls' rights to enjoy public spaces free from SVAWG improved. 3). Women's voice and agency strengthened to advocate for the reform and implementation of laws and policies on EVAW. Through this program, women, men, girls, boys and other influential champions such as community leaders are engaged in transformative activities in their communities to promote respectful gender relationships, gender equality, and safety in public spaces.

3. Proposed intervention(s) and expected results

The Program envisages any of the three **key components to be implemented by either a single organisation or jointly in partnership with other NGO/CSO** in which case they will have to show proof of the partnership at the time of submitting the proposal. The implementation period and budget are for a 1-year period and interested CSOs/NGOs are expected to submit technical and budget proposals covering this period.

With the overall outcome of **A society that respects gender equality and protection of women and girls against all forms of violence**, each proposal should address **only one** of the following components in at least in the selected three geographical locations (Mara, Kagera, Tabora, Geita, Singida, and Unguja Kusini/Pemba):

Component 1: Enhance capacity of women and girls, men and boys to recognize, prevent and respond VAWG in **public spaces** as violation of women's rights.

Component 2: Develop transformative initiatives in relation to **non-formal education and media messaging** with a view to raising awareness about positive gender norms that protect women and girls from violence in public spaces.

Component 3: Enhance capacity-building for **local leaders** to advocate for the elimination of VAWG including **ending child marriage and other forms of harmful practices**.

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

A term of one-year starting date being **July 2019 and completion of services/results June 2020 with possibility of extension**.

5. Competencies

The Call for Proposals encourages innovative, multi-sectoral level initiatives aimed at achieving behavioral change and transformation of social norms, attitudes and practices that fuel social acceptance of VAWG both among women and men. Such initiatives should target a large percentage of the population in the targeted communities, including men and boys as changing agents, community leaders, women and girls.

The Call for Proposals encourages NGOs that have proven capacity to develop and implement a programme using new and existing VAW prevention packages and models to change social norms that condone VAW/G. The submitted projects should contribute to the thematic areas of NPA on VAWC specifically on promoting positive social norms and in particular, gender norms and values; and minimizing risks of violence against women and children in public spaces through strengthening institutional accountability to prevent violence against women and children in market places.

All applicants will have to demonstrate absorptive capacity and a financial management record commensurate with the grant request amount.

Technical/Functional competencies required:

- Extensive experience in working on women's rights issues, including on: policy and legislation review and/or communication on Ending Violence Against Women and Girls;
- Extensive experience in developing and implementing long term advocacy, communication and media engagement strategies on gender equality and women's empowerment issues, especially on EAWG;
- Experience and track records on applying Results Based Management and its application to key processes (e.g. planning, monitoring, reporting and evaluation)
- Experience in working in the targeted selected regions;



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- Relevant experience in partnership with UN Women or other UN Agencies, government, CSOs Networks and other development actors
- Have presence (an office with staff capacity) in the target districts in the selected regions. Alternatively, applicants should demonstrate that they have existing partnerships or will establish partnerships, such as with Key Women's rights Organizations (CBOs/CSOs/NGOs) based in the target districts. In such cases, applicants will indicate potential partnerships and will subsequently need to enter into a Memorandum of Understanding as part of this engagement.

6. Technical assistance

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

- Package of monitoring and technical support services
- Bringing global standards, norms and best practice to national contexts
- Impact tracking through Results Based Management Support
- Delivery set of partnerships

7. Eligible Programme Proposal

- An overall thematic focus on eliminating violence against women and girls through prevention related initiatives in selected regions of Mara, Kagera, Tabora, Geita, Singida, and Unguja Kusini/Pemba Regions
- A one-year implementation schedule only

Please note: All applicants are advised to review UN Women's website to familiarize themselves with the organizations' strategic priorities www.unwomen.org

8. Application and Selection Process

Who can apply?

- **Women-led and women's rights organizations** with a strong focus on Gender Equality and the Empowerment of Women that are legally registered in Tanzania, that have specialized knowledge, expertise and track record of working in women's human rights and EVAWG programming, including but not limited to: non-governmental organizations, community-based organizations, advocacy and media networks (at national or sub-national level).
- **Legal status:** Applicants must have valid legal status with the Government of Tanzania. **(A valid Certificate of Registration under NGO Act 2002 is required)**
- **Gender equality focus:** Applicants must demonstrate experience implementing programmes on gender equality with a focus on ending violence against women and girls, media engagement and sensitization of community leaders through an organizational resume or CV of past implementing experience and areas of expertise in the selected regions of Mara, Kagera, Tabora, Geita, Singida, and Unguja Kusini/Pemba Regions. **(Documents required)**



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- **Women's leadership:** Applicants must have at least 50% women in its Board and its staff, or have substantive representation of women in leadership positions. **(Documents required)**
- **Audit reports:** Applicant must have certified audit reports for 2-3 previous fiscal years (and 2018 if available) **(Audit reports required)**
- **Endorsement:** Applicants must submit at least one Letter of Endorsement from a gender equality or women's empowerment mechanism, governmental authority on gender equality, or other multi-stakeholder institution (including UN offices other than UN Women). Please note: To ensure fairness, Letters of Endorsement by UN Women offices will not be accepted. **(Letters of Endorsement required).**

Important notes

- The application should be submitted by either a single organisation or more than one organisation working in a consortium on the above thematic areas.
- Proposals should ideally reflect partnerships among civil society organisations and Government institutions. Special attention will be paid to organizations with a demonstrated track record of working with grassroots women's organizations including **women living with HIV/women with disability** and specialized EAW/G networks. Prioritization will also be given to organizations with a track record of work in **behavioral change targeting men and boys at community level as well as local and religious leaders.**
- Proposals from more than one organization or entity must clearly indicate which organization will take lead responsibility for project management and contractual obligations.
- UN Women will sign contracts with and disburse funds to the applicant organization only.
- Eligible organizations currently partnering with UN Women may apply under this call for proposals.

Non-eligible applicant organizations

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

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

Evaluation Criteria

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

1. Relevance of the proposal (30 points)

- a. Vision for structural change in a relevant thematic area
- b. Quality of the context analysis and gender assessment
- c. Relevance of strategic priorities to entry points for programming in this area

2. Implementation strategies (40 points)

- a. Linking local implementation to National, Regional and international Commitments, especially in the context of the National Action Plan to End Violence Against Women and Children
- b. Adoption of a rights based approach
- c. Establishment of strategic partnerships with key actors from the Government, civil society and community organizations and groups
- d. Strategies of engagement with particularly vulnerable and marginalized groups,
- e. Strategies of engagement with men and boys as well as community, religious and traditional leaders.

3. Added value elements (30 points)

- a. Monitoring SDG implementation
- b. Innovation and ICT
- c. Evidence based interventions
- d. Development of sustainability strategies

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

Submission details

All proposals **MUST** be submitted through the email address procurement.tanzania@unwomen.org with subject line **REF: No. CFP EVAWG 2019/001 on Engaging Local Agents of Change to Prevent Violence Against Women 2019**.

All proposal applications without subject line indicating **REF: CFP No. EVAWG TZ 2019/001 on Engaging Local Agents of Change to Prevent Violence Against Women 2019** will not be accepted within this call.

Interested CSOs/NGOs must provide the following:

- **Proof of legal status by Registrar of NGOs under NGO Act 2002 from Ministry of Health, Community Development, Gender Elders and Children(MoHCDGEC)**
- Certified audit reports for 2-3 previous fiscal years (and 2018 if available)
- List of all staff, board members of the applicant organisation, with gender and position (especially leadership positions)
- An organizational resume or CV-showing mandate focus area, expertise of staff who will work on this programme and past experience (1-2 pages)
- Letter of Endorsement from a Gender Equality institution (not including UN Women)



Applicants are expected to submit proposals in accordance with the guidelines for Call for Proposals using the Proposal submission templates below which are also found as Annexes to this Call for Proposals. Call for Proposals should be submitted in English. The proposal currency shall be Tanzania Shillings (TZS). Budget distribution between Programme and Administration/Operations should be 70:30 %.

Deadline

The Call for Proposals will be open until **30th April 2019** at 23:59 hrs (Tanzanian Time). Only those **short will be** contacted for further screening and consideration.

Proposals received after the deadline will not be considered.

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

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

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



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Annex B2-1

Call for proposal

**Description of services : Engaging Local Agents of Change to Prevent Violence Against Women 2019
CFP No. EVAW/G 2019/01**

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.

To: UNWOMEN Date:
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/supply
- 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: Engaging Local Agents of Change to Prevent Violence Against Women 2019
CFP No. EVAW/G 2019/01**

Mandatory requirements/pre-qualification criteria

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

Mandatory requirements/pre-qualification criteria	Proponent’s response
1.1. 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 under NGO Act 2002 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 Consolidated United Nations Security Council Sanctions List(s)	Yes/No



Annex B2-3

Call for proposal

Description of Services: Engaging Local Agents of Change to Prevent Violence Against Women 2019

CFP No. EAW/G 2019/01

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:

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

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.



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Implementation Plan

Project No:		Project Name:											
Name of Proponent Organization:													
Brief description of Project													
										Project Start and End Dates:			
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result													
List the activities necessary to produce the results Indicate who is responsible for each activity.								Duration of Activity in Months (or Quarters)					
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

Monitoring and Evaluation Plan (max. 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

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

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.



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- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

Result 1 (e.g. Output)					
Repeat this table for each result.					
Expenditure Category	Year 1, [local currency]	Year 2, [local currency]	Total, [local currency]	US\$	% Total
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
5. Other costs ¹					
6. Incidentals					
7. Other support requested					
8. Contingency (max. 5%)					
Total Cost for Result 1					



Annex B2-4

Call for proposal

**Description of Services: Engaging Local Agents of Change to Prevent Violence Against Women 2019
CFP No. EVAW/G 2019/01**

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.



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Annex B2-5

Call for proposal

**Description of Services: Engaging Local Agents of Change to Prevent Violence Against Women
2019**

CFP No. EVAW/G 2019/01

**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 organisation	Mandatory	
Organigram of the organisation	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 organisation	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	Mandatory	
List of main suppliers / vendors		



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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		



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