

**Annex B**  
**Call for Proposal (CFP) Template for Responsible Parties**  
**(For Civil Society Organizations- CSOs)**

**Providing women from vulnerable groups the information and tools to  
access quality services for survivors**

[Section 1](#)

CFP No. 6

**a. CFP letter for Responsible Parties**

UNWOMEN plans to engage an ([Responsible Parties](#)) as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address specified not later than 17:00 on 24 April 2021.

The budget range for this proposal should be between 70,000 and 75,000 USD

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><a href="#">Section 1</a></p> <ul style="list-style-type: none"> <li>a. CFP letter for Responsible Parties</li> <li>b. Proposal data sheet for Responsible Parties</li> <li>c. UN Women Terms of Reference</li> </ul> <p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria</p> <p><a href="#">Section 2</a></p> <ul style="list-style-type: none"> <li>a. Instructions to proponents</li> </ul> <p><b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>	<p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria  <b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>

Interested proponents may obtain further information by contacting this email address:

[unwomen.albania@unwomen.org](mailto:unwomen.albania@unwomen.org)

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

**Program/Project:** Ending violence against women in the Western Balkans and Turkey, Implementing Norms, Changing Minds, Phase II

**Program official's name:** Megi Llubani, Technical Project Analyst

**Email:** [megi.llubani@unwomen.org](mailto:megi.llubani@unwomen.org)

**Telephone number:** +355 4 450-2555

**Issue date:** 24 March 2021

**Requests for clarifications due:**

**Date:** 15 April 2021

**Time:** 17:00

(via e-mail) [unwomen.albania@unwomen.org](mailto:unwomen.albania@unwomen.org)

**UNWOMEN clarifications to proponents due: [if applicable]**

**Date:** 20 April 2021

**Time:** 17:00

**Proposal due:**

**Date:** 24 April 2021

**Time:** 17:00

**Planned award date:** June 2021

a. UN Women Terms of Reference

1. Introduction

a. Background/Context for required services/results

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre 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 Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The programme "Ending violence against women in the Western Balkans and Turkey: Implementing norms, changing minds" is a UN Women Europe and Central Asia regional programme (2017-2023, Phase I & II) aiming to reduce gender-based discrimination and violence against women and girls (VAWG) in the Western Balkans - Albania, Bosnia and Herzegovina, Kosovo\*, North Macedonia, Montenegro and Serbia – and Turkey, anchored in the Convention on the Elimination of Discrimination against Women (CEDAW), the Council of Europe Convention on preventing and combating violence against women and domestic violence (Istanbul Convention). The programme is funded by the European Commission (EC) under the Instrument for Pre-Accession Assistance (IPA) III, and is aligned with the European Union accession standards to achieve equality between women and men. The programme supports the development of an enabling legislative and policy environment on eliminating VAWG and all forms of discrimination; promotes favourable social norms and attitudes to prevent gender-based discrimination and VAWG; and pursues empowering women and girls (including those from disadvantaged groups) who have experienced discrimination or violence to advocate for and use available, accessible, and quality services.

Phase II of the programme builds on the results achieved and the partnerships fostered during Phase I. During Phase I, platforms and networks of civil society organizations (CSOs) were established at country and regional level to contribute to law making and amendments, policy development and implementation, and reporting to human right instruments mechanisms; a regional mechanism was put in place to convene key stakeholders from government, human rights institutions, justice and police, and CSOs to address issues pertaining to progress in implementation of the Istanbul Convention; and a theoretical framework and tools were put at the disposal of organizations representing minorities to have better service provision for survivors.

During Phase II, the programme will continue and initiate efforts towards, inter alia:

- Strengthening women's voice and agency to advocate and support governments in implementing recommendations from the Group of Experts on Action against Violence against Women and Domestic Violence (GREVIO) and CEDAW Concluding Observations. This support will also be extended to advocating for, implementing and monitoring the integration of elimination of VAWG into policy frameworks, plans and packages to address the impact of COVID-19;
- Consolidating regional level mechanisms of dialogue and exchange among civil society, among governments, and between CSOs and governments;
- Testing approaches to lead to communities' and youths' behavioural change towards gender equality, VAWG ("zero tolerance"), and the reduction of harmful gender stereotypes including masculinities;
- Fostering cooperation between CSOs providing specialist services and local service providers to ensure accessible and quality service provision for women and girls, in line with Istanbul Convention standards;
- Addressing the gaps exposed by the pandemic in the area of general and specialist services provision to mitigate the impact of the COVID-19 crisis on women and girls, prevent and neutralize VAWG, and to enhance services' resilience to crisis situations;
- Building and strengthening capacity and coordination mechanisms of key services run by state and non-state service providers to prevent impunity and improve the quality of response;
- Involving men and boys to adopt non-violent behaviour, in order to strengthen the coordinate response to VAWG and ensure the full implementation of the Istanbul Convention.

Over the years, Albania has made important progress to address VAW. From 2017 to 2020, key improvements in the legislative area were observed: a new Law on State-Guaranteed Legal Aid, approved in 2017, enables victims of domestic violence, sexual abuse and human trafficking to benefit automatically from free legal aid and exemption from court and other related fees; the 2017 amendments to the Code of Criminal Procedures include special provisions for

interviewing women victims of sexual abuse; the new Law on Social Housing, adopted in 2018, provides social housing to women survivors of domestic violence; and the Law on Domestic Violence was amended in 2018 and 2020 brought in line with the standards of Istanbul Convention by strengthening prevention and protection measures for domestic and intimate partner violence. As a party to the Istanbul Convention, Albania is required to ensure victims are granted equitable and quality access to services, treated in a supportive manner and that their needs are properly addressed. In that respect, the Albanian legislation, and more particularly, the Law on Domestic Violence, provides legal obligations and specific objectives related to the provision of general support services for women victims of violence.

However, challenges remain in implementation and women from vulnerable groups are not only often more exposed to additional forms of violence, but also face challenges in accessing services. As noted in the 2020 EC Report on Albania<sup>1</sup>, institutional mechanisms to tackle VAWG remain weak and recommendations to further efforts to improve measures of protection of victims of domestic violence have been longstanding ones. These conclusions are also in line with findings of the GREVIO baseline report addressed to Albania in December 2017, as well as the recommendations of the UN member states under the universal periodic review of the Human Rights Council of the UN General Assembly, among which the concern of VAW received the highest number of recommendations from 34 States.

CEDAW Committee, in its latest Concluding Observations to Albania (2016)<sup>2</sup>, expressed its concerns about the continuous discrimination against women from disadvantaged groups and lack of appropriate legislation or measures for protection of women and girls belonging to disadvantaged and marginalized groups - such as older women, Roma and Egyptian women, women with disabilities, migrant women, lesbian, bisexual and transgender women, women in detention, secluded women, and asylum seeking women – face in general with regards their access to education, health, employment, housing and participation public and political life as well as lack of appropriate legislation.<sup>4</sup>

In 2019, the Committee on the Rights of People with Disabilities<sup>3</sup> expressed concern about the absence of effective measures for remedies such as compensation, rehabilitation and social reintegration of victims of violence, particularly children and women with disabilities. The Committee is also concerned about the lack of information on the concrete results of the implementation of the law on measures against violence in family relations enacted in 2018 and about the unavailability of comprehensive data and statistics on persons with disabilities who are victims of violence, including sexual violence and abuse, or multiple forms of discrimination.

As noted also in the latest UN Women Country Gender Equality Brief<sup>4</sup> for Albania low awareness raising lack of legal clinics country-wide, cultural resistance among duty-bearers multiple forms of discrimination, and unfavorable economic standing contribute to victims of gender-based violence, Roma and Egyptian, LGBTI+, disabled and elderly women, children victims of crime or in conflict with the law having limited access to justice, including difficulties in obtaining specialized free legal aid service.

#### b. General Overview of services required/results

The project will contribute to the achievement of the amended Phase II of the programme “Ending violence against women and girls in the Western Balkans and Turkey: Implementing norms, changing minds” (01 February 2020 – 31 July 2023).. More specifically, the project under this proposal contributes to the Specific Objective 3 of the Programme To empower women and girls (including those from disadvantaged groups) who have experienced discrimination or violence to advocate for and use available, accessible and quality services and Result 3.3 Better access to and improved service provision for women from minority and disadvantaged groups.

During Phase I and II of the regional programme, UN Women supported three civil society organizations, the Albanian Disability Rights Foundation, Roma Women’s Rights Center and Aleanca LGBT to:

- Raise awareness among women from vulnerable groups (Roma women, women with disabilities and LGBT women) on GBV/DV, reporting mechanisms, services available and the importance of not justifying and normalizing violence.
- Shed light on the phenomenon of violence against women and girls from vulnerable communities to bridge the data and information gaps on this topic as well as draw attention to the stories of women from these communities that are often overlooked, through the production of visual stories, a photo exhibition and awareness raising videos.
- Build capacities of service providers to appropriately respond to violence against women and girls from the targeted communities, recognizing the intricacies of VAWG from these communities and the need to provide equal and quality access to support services.
- Creation of individual safety plans, toolkit on addressing VAWG from these communities in the context of the health emergency caused by the COVID-19 pandemic.

<sup>1</sup> Full report available here: [https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/albania\\_report\\_2020.pdf](https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/albania_report_2020.pdf)

<sup>2</sup> Full report available here: <https://digitallibrary.un.org/record/840818?ln=en>

<sup>3</sup> Full conclusions available here:

<http://docstore.ohchr.org/SelfServices/FilesHandler.ashx?enc=6QkG1d%2FPPrICAgkKb7yhspDjg2SN0FynLS%2BUiWUaqofjmf0rHJ5MLWvzpC5ePiublk65eOKd%2FNGE6rLwV%2B8UH2qHaw2phpnAZHFMFuZbrUzNlNmuu8vWWy5fRMtguz>

<sup>4</sup> Full report here: [https://www2.unwomen.org/-/media/field%20office%20albania/attachments/publications/2020/12/cgeb%20albania\\_report\\_1.pdf?la=en&vs=4248](https://www2.unwomen.org/-/media/field%20office%20albania/attachments/publications/2020/12/cgeb%20albania_report_1.pdf?la=en&vs=4248)

In order to increase access to services for women from vulnerable communities, if it is essential to have better equipped service providers to tackle the intersectionality of discrimination and additional forms of violence that women from the targeted communities face. It is also critical to have better informed and sensitized women who are aware of available services and have the tools to reach them. Information and awareness raising has featured in several recommendations targeted at different services, including shelters, coordinated services at local level and other activities. However, awareness should go hand in hand with the ability of women to report and access information. Lack of communication devices, internet and phone data plans prevent many survivors from reporting violence and keeps them isolated, especially hard to reach women in rural and remote areas.

Additionally, the UN Women-led Rapid Assessment<sup>5</sup> identified psycho-social support and free legal aid as priority services for women during the spread of the pandemic and the subsequent rise in cases of violence. Dealing with the impact of isolation, confinement, discrimination, inability to reach services and seek help takes a toll on women in general but has often an additional burden on women from vulnerable groups. Therefore, targeted services to women survivors of violence from the three targeted communities, Roma women, women with disabilities and women from LGBT community, will be provided through support to shelters and/or helplines available in Albania, especially those specialized for these groups of women. As such 80 women from five municipalities around Albania will be provided with psycho-social and free legal aid support for a period of 18 months.

A recent UN Women publication<sup>6</sup> on needs of women with disabilities during COVID-19 identified the provision of specialized support services, such as psycho-social and free legal aid as one of the key resources that should be made available to women survivors of violence from this group. Data clearly shows that many women from vulnerable and minority groups could not afford basic needs and are at risk of heightened violence.

As such, additional funding will be provided by UN Women to a CSO and its partner(s) following a call for proposal to strengthen the coordinated response to violence against women and girls from vulnerable communities, provide services such as psycho-social counselling and free legal aid, increase awareness on different forms of violence and the importance of reporting.

UN Women will provide technical, logistical and organizational support to the selected CSO and foster dialogue coordination and cooperation between CSOs partners and other relevant stakeholders in the field, relying on lessons learned from Phase I to inform new interventions and support the selected CSO to increase impact and reach intended populations. Finally, UN Women will support the selected CSO in preparing and submitting quarterly and final reports and will provide feedback during and after each activity to ensure continuous improvement and meaningful impact.

## 2. Description of required services/results [Please elaborate]

With a view to contribute to the achievement of **Output 3. Better access to and improved service provision for women from minority and disadvantaged groups**, it is expected that the selected CSOs will *inter alia*:

### 1. Increase tech literacy of women from targeted communities by:

- Identify together with service providers from local coordinated referral mechanisms women survivors of violence eligible for the technical literacy support
- Provide electronic devices equipped with Internet connection and data plans to at least 80 women from minority or disadvantaged groups with low/no incomes, to be quickly functional during crises for a period of 18 months in five municipalities of the country (the municipalities shall be proposed by the applicant in the application);
- Conduct training for recipients of electronic devices on its use and increase tech literacy for targeted women.
- Applicants are strongly encouraged to seek partnership with telecommunication companies and other private entities to ensure in kind contribution in the provision of the devices.

### 2. Organize awareness raising campaigns on:

- Access to services and overall reporting mechanisms and institutions at the local and national level;
- Undertake door-to-door and person of trust campaigns to sensitize at least 200 Roma community members by strategically using boys and men as agents of change in minoritized communities in order to foster dialogue among families regarding the detrimental effects of early marriage and the restrictions it imposes on girls' prospects for a decent life;
- Reporting domestic violence to appropriate service providers;
- Reporting sexual harassment and violence especially among youth and in school settings/university campuses;

<sup>5</sup> Full report available here: [https://www2.unwomen.org/-/media/field%20office%20eca/attachments/publications/2020/05/unw\\_covid-vaw\\_report\\_final.pdf?la=en&vs=5317](https://www2.unwomen.org/-/media/field%20office%20eca/attachments/publications/2020/05/unw_covid-vaw_report_final.pdf?la=en&vs=5317)

<sup>6</sup> Full report available here: <https://www.unwomen.org/en/digital-library/publications/2020/04/policy-brief-women-with-disabilities-in-a-pandemic-covid-19>

- Focus on all forms of VAW as foreseen in the Istanbul Convention (physical, psychological, economic, sexual violence, rape and sexual assault, sexual harassment, stalking, forced marriages, forced abortion and sterilization, female genital mutilation, crimes in the so-called name of honor, and human trafficking)

**3. Provide free legal aid and psycho-social support to at least 80 women survivors of violence from minority groups, namely Roma women, women with disabilities, women from LGBT community and other vulnerable women not included in this list:**

- Provision of legal counseling on obtaining Protection Orders/Emergency Protection Orders and other court proceedings;
- Referral of cases to police and/or the local coordinated referral mechanism at the municipality level
- Provision of psycho-social counselling and support, referral to shelters and other reintegration programmes;
- Referral to local coordinated referral mechanisms and coordination with relevant institutions to manage the cases.

**4. Organize training with service providers from the health sector, police, social services at municipal level and the education sector on:**

- Managing cases of reported violence against women and girls from targeted communities especially during crises, including in events of natural disasters and health emergencies like the COVID-19 pandemic;
- Provide case management in accordance with the provisions of the law on measures against violence in family relations (as amended in 2018 and 2020);
- Training sessions should focus primarily on disadvantaged groups, including those living in poverty, rural women and disadvantaged groups of women - elderly women, Roma and Egyptian women, women with disabilities, migrant women, lesbian, bisexual and transgender women, women in detention, secluded women, and asylum-seeking women;<sup>7</sup>
- The capacity-building activities need to bring to the attention of service providers the barriers that each of these groups face in accessing the services and the relevant measures that need to be taken to remove or mitigate these barriers;
- Ensure access to these services for all women survivors of gender-based violence, focusing on removing any barriers for women from vulnerable groups, from minority groups, namely Roma women, women with disabilities, women from LGBT community and other vulnerable women not included in this list .

**5. Collect data and conduct advocacy on improving legal framework and ensuring compliance with international standards in implementation:**

- Collect data from Coordinated Referral Mechanisms (such as REVALB system) in the targeted municipalities on cases of violence against women and girls from targeted communities to fill existing gap on disaggregated data and support relevant institutions (municipality, court, healthcare institutions, police etc) for better data collection and disaggregation.
- Prepare advocacy materials on compliance with international standards and implementation of current legal framework as it relates to the needs of women from vulnerable groups.

All knowledge products and communications materials that would be produced under this agreement must acknowledge the support of and seek the approval of UN Women. Furthermore, they should be in line with the EU Communication and Visibility tools and the EU-UN joint visibility guidelines<sup>8</sup>.

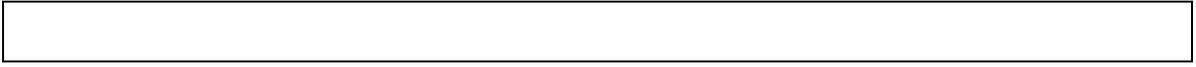
Responsible Partners are required to report (financial and narrative) quarterly (every three months) at a minimum, or more frequently based on the needs of the programme. The following indicators should be included in the proposed projects (please note that the list is not exhaustive):

- 1- Number of women from each targeted community who receive support services (psycho-social counselling, free legal aid, referral to different institutions)
- 2- Number of recommendations issued and accepted on improved legal framework

<sup>7</sup> These are the disadvantaged groups of women in Albania, identified in the CEDAW Concluding Observations addressed to Albania, para 39 (2016)

<sup>8</sup> All knowledge products and communications materials produced, both by UN Women and beneficiary organizations under the Programme, will acknowledge EC support, and adhere to EU Communication and Visibility tools and the EU-UN joint visibility guidelines. EU visibility requirements will be part of the contract signed between responsible parties and UN Women.

<p>3- Number of service providers capacitated to address the specific needs and forms of violence against women from the targeted groups</p> <p>4- Number of women reached through awareness raising and prevention work (disaggregated by group)</p> <p>5- % of supported women who gain tech literacy and are able to use devices to report violence</p>
<p><b>3. Timeframe: Start date and end date for completion of required services/results [Please elaborate]</b></p> <p>The project is expected to be carried out within the months of June 2021 and December 2022.</p>
<p><b>4. Competencies:</b></p> <p>a. Technical/functional competencies required;</p> <ul style="list-style-type: none"> <li>• At least five years of proven experience in promoting and strengthening the human rights of women in general and to prevent VAWG;</li> <li>• Proven experience in capacity building and training service providers in the area of gender equality and ending VAWG;</li> <li>• Experience in directly providing services to women survivors of violence, especially women from vulnerable groups;</li> <li>• Experience in organizing awareness raising campaigns on gender equality and ending VAWG in Albania, with a specific focus on vulnerable women (Roma women, women with disabilities, women from LGBTQI+ community and other groups not listed here);</li> <li>• Prior experience in conduct advocacy, studies and analysis of legal and policy framework on EVAW;</li> </ul> <p><b>Qualifications of the key personnel of the responsible party and implementing partners:</b></p> <p>Minimum qualifications of the team leader:</p> <ul style="list-style-type: none"> <li>• Master’s degree or equivalent in law, gender studies, development studies, law, social work and/or other social science related areas relevant for the assignment.</li> <li>• Minimum of 5 years of professional experience in the field of gender equality, and end of violence against women from one of the target groups</li> <li>• Minimum of 5 years of experience working in provision of specialized or general support services, such as psycho-social counselling, to women victims of gender-based violence, or rehabilitation services to from the targeted groups;</li> <li>• Language proficiency in both written and oral English and Albanian</li> </ul> <p>Minimum qualifications of the team key personnel/experts:</p> <ul style="list-style-type: none"> <li>• Master’s degree or equivalent in law, gender studies, development studies, law, social work and/or other social science related areas relevant for the assignment.</li> <li>• Minimum of 3 years of professional experience in the field of gender equality, and end of violence against women from one of the target groups</li> <li>• Minimum of 3 years of experience working in provision of specialized or general support services, such as psycho-social counselling, to women victims of gender-based violence, or rehabilitation services to from the targeted groups;</li> <li>• Language proficiency in both written and oral English and Albanian</li> </ul> <p>b. Other competencies, which while not required, can be an asset for the performance of services</p> <ul style="list-style-type: none"> <li>• Holistic responses that address women and girls’ inter-related rights and needs, including safety, access to health, education and economic security;</li> <li>• Evidence-based programming, building on lessons learned and recommended practices, to ensure optimal results and use of resources;</li> <li>• Commitment to knowledge sharing, by documenting, evaluating and disseminating results, and working with UN Women staff in the process;</li> <li>• Communication and visibility in line with the programme communication strategy, which will be defined at the stage of project proposal finalization. Once the communication strategy/plan is approved by the EU Delegation and UN Women, the major steps of this plan are to be coordinated with the EUD and UN Women to ensure greater impact.</li> </ul>



**Annex B-1**  
**Mandatory requirements/pre-qualification criteria**  
**[To be completed by proponents and returned with their proposal]**

**Call for proposal**

**Description of Services:** Providing women from vulnerable groups the information and tools to access quality services for survivors

**CFP No. 6**

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 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 <sup>9</sup>	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 the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) <sup>10</sup> .	
1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

<sup>9</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>10</sup> [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

## Section 2

### CFP No. 6

#### a. Instructions to proponents (Responsible Parties)

##### 1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at [unwomen.albania@unwomen.org](mailto:unwomen.albania@unwomen.org) Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

##### 2. Cost of proposal

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

##### 3. Eligibility

- 3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in **Annex B-1**. UN-WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

##### 4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

## **5. Clarification of CFP documents**

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

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

## **6. Amendments to CFP documents**

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

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

## **1. Language of proposal**

7.1 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.

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

## **2. Submission of proposal**

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

All proposals should be sent by email to the following secure email address:

[unwomen.albania@unwomen.org](mailto:unwomen.albania@unwomen.org)

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

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

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

## **9. Clarification of proposals**

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

**10. Proposal currencies**

10.1 All prices shall be quoted in (local currency) Albanian Lek ALL

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

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

**11. Evaluation of technical and financial proposal**

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

11.1.1 Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

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

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

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

Formula for computing points:  
 Points = (A/B) Financial Points

Example: Proponent A’s price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B’s price is \$20.00. Proponent B receives  $(\$10.00/\$20.00) \times 30$  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):

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	<b>Annex B-1</b> Mandatory requirements/pre-qualification criteria
Part of proposal	<b>Annex B-2</b> Template for proposal submission
Part of proposal	<b>Annex B-3</b> Format of resume for proposed staff
Part of proposal	<b>Annex B-4</b> Capacity Assessment minimum Documents

13. 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.

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

## Annex B-2 Template for proposal submission

### Call for proposal

**Description of Services:** Providing women from vulnerable groups the information and tools to access quality services for survivors

**CFP No. 6**

#### Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

#### 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.

**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 costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.

- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
- The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
- “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.
- Proponents should provide a detailed activity-level budget in addition to the results-based budget.

<b>Result 1 (e.g. Output)</b> Repeat this table for each result.				
<b>Expenditure Category</b>	<b>Year 1, ALL</b>	<b>Total, ALL</b>	<b>US\$</b>	<b>% Total</b>
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts		..		
5. Other costs <sup>11</sup>				
6. Incidentals				
7. Other support requested		..		
8. Support Cost (not to exceed 8% or the				

<sup>11</sup> “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

relevant donor %)				
<b>Total Cost for Result 1</b>				

I, (Name) \_\_\_\_\_ certify that I am (Position) \_\_\_\_\_ of (Name of Organization) \_\_\_\_\_; that by signing this Proposal for and on behalf of (Name of Organization) \_\_\_\_\_, I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

\_\_\_\_\_

(Seal)

(Signature)

(Printed Name and Title)

(Date)

**Annex B-3**  
**Format of resume for proposed staff**

**Call for proposal**

**Description of Services:** Providing women from vulnerable groups the information and tools to access quality services for survivors

**CFP No. 6**

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

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

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

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.

## Annex B-4

### Capacity Assessment minimum Documents

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

**Call for proposal**

**Description of Services:** Providing women from vulnerable groups the information and tools to access quality services for survivors

**CFP No. 6**

#### Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework which is consistent with UN women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin <a href="#">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

#### Administration and Finance

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

#### Procurement

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

#### Client Relationship

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

