**Call for Proposal (CFP) Template for Responsible Parties**

**(For Civil Society Organizations- CSOs)**

**Gender Mainstreaming in Disaster Risk Reduction (DRR) in Albania**

**Section 1**

**CFP No. 13/2021**

1. **CFP letter for Responsible Parties**

UN-WOMEN 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 UN-WOMEN at the address specified not later than:

Time: 17.00 hrs

Date: **2 December 2021**

**The budget for this proposal should be** **5,300.000 ALL** (Max.)

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| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by proponents and returned with their proposal (mandatory)** |
| **Section 1** | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| 1. CFP letter for Responsible Parties 2. Proposal data sheet for Responsible Parties 3. UN Women Terms of Reference   **Annex B-1** Mandatory requirements/pre-qualification criteria | **Annex B-2** Template for proposal submission  **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |
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| 1. Instructions to proponents |  |
| **Annex B-2** Template for proposal submission |  |
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Interested proponents may obtain further information by contacting this email address: unwomen.albania@unwomen.org

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

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| **Program/Project:** | **Requests for clarifications due:** | |
| “Gender Sensitive Post-Earthquake Recovery and Reconstruction | **Date: 20 November, 2021** | **Time: 14:00hrs** |
| **Program official’s name:** | **(via e-mail)** [unwomen.albania@unwomen.org](mailto:unwomen.albania@unwomen.org) | |
| Irena Shtraza |  | |
| **Email:**  [irena.shtraza@unwomen.org](mailto:irena.shtraza@unwomen.org) | **UNWOMEN clarifications to proponents due:** | |
|  | **Date: 25 November, 2021** | **Time: 17:00hrs** |
| **Telephone number:**  +355 4 4502555 |  | |
|  | **Proposal due:** | |
| **Issue date: ??** | **Date: 2 December, 2021** | **Time: 17:00 hrs** |
|  |  | |
|  | **Planned award date:** |  |
|  | **23 December 2021** |  |
|  | **Planned contract start-date / delivery date (on or before): 7 January 2022** | |
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1. **UN Women Terms of Reference**

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| **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 Government of Albania has made national and international commitments to advancing gender equality and the empowerment of women in many different socio-economic aspects. Several international conventions and platforms, including the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the UN Beijing Platform for Action, demonstrate Albania’s commitment to the realization of women’s rights and the achievement of gender equality.  On November 26th, 2019, Albania was struck by a strong 6.3 magnitude earthquake, which was the strongest earthquake to hit Albania in more than 30 years and the deadliest earthquake in 99 years. Eleven municipalities in three districts - Shijak, Durres, Kruja (in the Durres region), Tirana, Kamza, Kavaja, Vora and Rrogozhina (in the Tirana region) and Kurbin, Mirdita and Lezha (in the Lezha region) - with an approximate population of 1,185,286 persons, have suffered to varying degrees from the earthquake with 202,291 people affected directly or indirectly. According to government sources, around 17,090 affected inhabitants had to vacate their homes. For the first time in recent history, the Government of Albania announced a State of Natural Emergency in the prefectures/regions of Tirana, Durrës and Lezha (and 11 municipalities).[[1]](#footnote-2)  In general, Albania is highly exposed to disaster risks. Average annual disaster losses have been assessed at 2.5% of GDP. Vulnerabilities are compounded by high levels. of poverty, infrastructure deficits, rapid urbanisation and depletion of natural resources. Greater resilience is impeded by weak or fragmented institutional capacities and the absence of a national platform and strategy for disaster risk reduction (DRR), in line with the Sendai Framework for Disaster Risk Reduction 2015-2030 (SFF DRR) - a global framework for reducing disasters and building the resilience of nations. Recent disasters, including the 2019 earthquake, highlight the need for increased resilience at community level and strengthened coordination and capacities to mitigate, manage and recover from shocks.[[2]](#footnote-3)    Besides the damage it caused, the November 26 earthquake provided a unique opportunity to reflect on how to reduce vulnerability and enhance resilience at all levels in the future. The events that followed the earthquake showed that there is an urgent need to strengthen disaster preparedness and risk management capacities, adopt adequate response systems and procedures, and improve the institutional capacity for DRR management, coordination and interaction between public levels of government as well as with private and civil society actors. Such capacities are first required to be built and become functional across the government hierarchy to build a culture and practice of resilient and sustainable development.  While assessing the performance of DRR services following the earthquake, the Post Disaster Needs Assessment (PDNA) found that “…..the [earthquake] response was influenced by a series of existing vulnerabilities”. In particular, it points out the disproportionate impact of the earthquake on women and girls in the affected areas, likely to increase their burden, especially of women living with their families. This is due to the likelihood of women to be pushed further towards traditional roles and activities such as caring for children and elderly, disabled or ill family members, as well as what was left behind from their houses.[[3]](#footnote-4) Women have suffered disproportionally also from other natural disasters. The Gender Assessment on the impact of floods - conducted by UN Women in 2015 - showed that women faced increased domestic violence and disadvantaged treatment compared to men in the distribution of aid by municipalities.[[4]](#footnote-5)  The earthquake and other past experiences in Albania and worldwide show that women and girls are differently and often disproportionally affected by disasters and crisis and have different and uneven levels of resilience and capacity to recover. The Sendai Framework also identifies women, children, and people in vulnerable situations as disproportionately affected and calls for a “people-centred preventative approach to disaster risk”, which engages relevant stakeholders including “women, children, youth, persons with disabilities, migrants, indigenous people, older people” in the design, implementation of policies, plans and standards.  In Albania, there are several ongoing processes related to DRR at the national and local levels, including a National DRR Capacity Assessment, drafting of the National Platform for DRR and a National DRR Strategy and its Action Plan. There are also initiatives for the development and piloting of local DRR Plans and instruments.  While assessing the performance of DRR services during the earthquake event, the PDNA’ Civil Protection & DRR Sector assessment found that “…..the [earthquake] response was influenced by a series of existing vulnerabilities including, limited human resources of the National Civil Protection Agency (NCPA), absence emergency rooms at national and local levels lack of any training on emergency coordination, insufficient training and equipment, etc.” Further, the earthquake occurred prior to the full implementation of the new law “On civil protection” (45/2019), and when by-laws and regulations necessary to fully implement the law, were not yet developed. In addition to these general capacity challenges, some of the key barriers to effective integration of gender in disaster risk reduction measures include inadequate knowledge, guidance, and tools to support efforts of DRR stakeholders to take into account the priorities of women and girls.  In addition, efforts of address climate change in Albania do not take into considerations the gender dimension and no information exists on the extent to which gender equality is mainstreamed into the national legal and policy framework on environment and climate change, including the Law No.10 431, dated 9.6.2011 “On Environmental Protection”.  Human rights mechanisms, including the Universal Periodic Review (UPR) latest outcome report on Albania (2019), recommend the development of a national regulatory framework on environmental and climate change that takes into account the vulnerabilities and needs of marginalized women, children, youth, the elderly, persons with disabilities and members of other marginalized groups.  Finally, the National Strategy for Gender Equality (NSGE) 2022-2030 is also based on the most recent developments, as it considers issues related to civil emergencies, natural disasters or new areas not addressed or very little addressed thus far in relation to gender equality.  **B. General Overview of services required/results**  To address some of these issues, UN Women is implementing a project focused on “Gender Sensitive Post-Earthquake Recovery and Reconstruction”, funded by the Government of Sweden through the UN Albania SDG Acceleration Fund. The initiative is based on existing UN Women initiatives at the global level related to gender mainstreaming in humanitarian interventions and climate change and its previous work at the regional and global levels on gender analyses and mainstreaming in DRR and recovery plans. Furthermore, the intervention follows the recommendations of the Albania PDNA related to gender mainstreaming in earthquake recovery process and that of the UN Common Country Analysis for Albania, 2020.  The project aims to strengthen resilience by reducing inequality and the vulnerability of women affected by the earthquake and at risk of other natural disasters. Part of this intervention includes provision of support to the Albanian government to mainstream gender, ensure women’s participation and leadership in existing and future humanitarian/crisis response frameworks at the central and local levels and ensure the authorities and society are well prepared to addresses gender-specific capacities and needs of the population. The scope of this intervention will be reached also by liaising with other UN agencies that are involved in DRR interventions in Albania.  In this respect, UN Women is planning to collaborate with a Civil Society Organisation with experience in supporting national authorities at the central and local levels in the area of Disaster Risk Reduction (DRR), environment and climate change, including gender mainstreaming in relevant policies, programmes and response mechanisms.    **C. Description of required services/results**  The Responsible Party is expected to perform the following services with interventions at the central and local levels:  **Central government level:**   * Conduct a desk review of national and international documents and processes for guidance on gender mainstreaming and women’s participation and leadership in DRR frameworks including: * Albanian legislation and existing policies related to DRR and humanitarian crisis; * relevant UN Women’s and UN in Albania strategic documents, such as UN Women DRR and Humanitarian flagships programmes, UN Albania Common Country Analysis that focuses on community resilience, DRR and humanitarian issues; strategies and programmes of other UN agencies working in this area; * global frameworks including but not limited to Sendai Framework for DRR, UNSCR 1325 on Women, Peace and Security, CEDAW, Beijing Platform for Action, Universal Periodic Reviews (UPR) and SDGs among others to draw on their key recommendations related to gender and DRR; * Conduct an assessment of the gender dimension in the DRR frameworks in consultation with various stakeholders to collect their views, observations and recommendations with a focus on existing challenges and opportunities for gender mainstreaming, including: * Assessment of the institutions’ capacities and involvement in guaranteeing women needs and gender specific considerations. This assessment should include consultations with key institutions within government that are addressing humanitarian and disaster risk reduction work as well as gender equality, including the Civil Protection Agency (NCPA), Ministry of Health and Social Protection (MHSP) and Ministry of Tourism and Environment; other UN agencies and organizations working on DRR and environment, humanitarian partners and donors in this areas; * Assessment of vulnerability to natural risks by geographical regions based on existing country and local situation analysis * Assessment of vulnerability of disadvantaged groups, especially girls and women in disaster contexts based on prior experience of disasters, including through consultations with representatives of civil society and communities to identify the challenges of vulnerable groups, especially girls and women after the earthquake and in other disasters settings and whether there have been any considerations of their specific needs and priorities by authorities; * Assessment of the extent to which women and girls have been represented in disaster response decision-making bodies and mechanisms as well as their participation in the response efforts. * Based on the desk review and assessment, draft a report/position paper in consultation with UN Women Albania, which should include background information on the status of existing and ongoing legislation, policies and frameworks at the central and local levels, related to DRR and humanitarian interventions, identification of key gaps with regards to their gender consideration, including examples form the 2019 earthquake response and other natural disasters and entry points and recommendations for gender mainstreaming. The report should include also entry points for gender mainstreaming in climate change policy and legal frameworks in Albania. * Provide advice and technical support to central government, including through development of practical guidelines and tools for gender mainstreaming in documents, policies and plans that are being developed at the central level, focusing in particular on the draft strategy on DRR; * Organise national-level event or high-level dialogue with key stakeholders on gender mainstreaming in DRR to present results of the project and the position paper and advocate for concrete policy and legal changes based on the results of the project.   **Local Government level:**   * Engage in discussions with representatives of local government and respective regions covering at least three of the earthquake affected municipalities (to be determined in consultations with UN Women) with the aim to establish the modalities for these interventions; * Conduct an assessment of the institutions’ capacities at municipality level in guaranteeing the gender specific needs and assessment of vulnerability of women and other marginalized groups and inclusion of their needs in local DRR plans in at least three of the earthquake affected; * Provide recommendations, including practical guidance on gender sensitive measures to be mainstreamed in local DRR plans in at least three of the earthquake affected municipalities; * Capacity building of local stakeholders, including representatives of local governments, local CSOs and communities in at least three of the earthquake affected municipalities; * Awareness and education of local population on addressing gender specific needs in DRR actions in at least three of the earthquake affected municipalities.   Provide general recommendations, including practical guidance on gender sensitive measures to be mainstreamed in local DRR plans targeting at least 8 earthquake hit municipalities, but not only;  **Results/Deliverables**   * Short report related to the methodology of desk review and assessment conducted through consultations at the central level; * Report/position paper, including recommendations for gender mainstreaming in DRR frameworks, including the DRR strategy and entry points on climate change frameworks (in English and Albanian); * Short report of the methodology of assessment conducted through consultations at the local level; * Detailed guidelines and tools for gender mainstreaming on documents, policies and plans that are being developed at the local level in in at least three of the earthquake affected municipalities; * Practical general guidelines and tools for gender mainstreaming on documents, policies and plans that are being developed at the local level targeting at least 8 earthquake hit municipalities;Reports of capacity support work and awareness raising activities; * Lists of participants for all capacity building activities disaggregated by sex.   The project proposal of the Responsible Party should include a performance monitoring framework with clear baselines (when available), targets and indicators as well as a communication and a visibility plan for the project.  UN Women will provide technical, financial (Partner Agreement) and organizational support to the selected Responsible Party. This support will include providing technical guidance, reviewing and commenting on the materials produced, supporting monitoring and reporting on results, providing guidance on ensuring sustainability of the action, and fostering dialogue between RP and other relevant stakeholders in the field. The selected Partner will be the principal responsible party but will work closely with UN Women during programme implementation. The partner will provide regular narrative and financial reports in line with UN Women guidelines and requirements. 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   1. **Timeframe: Start date and end date for completion of required services/results**   The project is expected to be carried out between **January - December 2022.**   1. **Competencies:** 2. **Technical/functional competencies required;**  * Proven experience in promoting women’s rights and gender equality; * Specific knowledge and experience related to support to (central and local) government authorities in the context of disaster risk management, as well as environment and climate change; * Experience in conducting research, preparing and delivering training programmes and other capacity building initiatives in the area of gender mainstreaming in DRR, environment and climate change; * Previous experience with the UN and other international organizations related to gender mainstreaming, DRR and environment and climate change; * Communication and visibility experience.  1. **Other competencies:**  * Human rights-based and gender-responsive approaches that place first priority on promoting, protecting and fulfilling human rights, including the rights of women and girls; * Holistic responses that address women and girls’ inter-related rights and needs, including safety, access to health, education and economic security; * Evidence-based programming, building on lessons learned and recommended practices, to ensure optimal results and use of resources; * Coordination and multi-sectorial partnerships, including among government organizations, nongovernmental organizations, women’s and other civil society groups; * Commitment to knowledge sharing, by documenting, evaluating and disseminating results, and working with UN Women staff in the process. |

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

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

**Call for proposal**

**Description of Services:**  **Gender Mainstreaming in Disaster Risk Reduction (DRR) in Albania**

**CFP No. 13/2021**

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. 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. Confirm proponent is duly registered or has the legal basis/mandate as an organization | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[5]](#footnote-6) | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area. | Yes/No |
| * 1. 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)[[6]](#footnote-7). |  |
| 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 |

**Section 2**

**CFP No. 13/2021**

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
   1. UN-WOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
   2. UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women’s organizations or entities are highly encouraged to apply.**
   3. A description of the services required is described in CfP Section 1- C “Terms of Reference”.
   4. UN-WOMEN may, at its discretion, cancel the services in part or in whole.
   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.
   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, 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.
   7. Effective with the release of this CFP, all communications must be directed only to UN WOMEN, by email at [unwomen.albania@unwomen.org](mailto:unwomen.albania@unwomen.org). Proponents must not communicate with any other personnel of UN WOMEN regarding this CFP.
3. **Cost of proposal**
   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.

1. **Eligibility**
   1. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 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.
2. **Mandatory/pre-qualification criteria**
   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, 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.
   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.
3. **Clarification of CFP documents** 
   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.
   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.
4. **Amendments to CFP documents** 
   1. 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.
   2. 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.
5. **Language of proposal**
   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.

* 1. 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.

1. **Submission of proposal**
   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)

* 1. 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.
  2. 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 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.
  3. **Late proposals:** Any proposals received by UN WOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

1. **Clarification of proposals**
   1. 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.
2. **Proposal currency**
   1. All prices shall be quoted in (local currency) **Albanian Lek (ALL).**
   2. 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.

* 1. 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.

1. **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 (**component 1)** | 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 | 35 points |
|  | **TOTAL** | **70 points** |

**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) x 30 points = 15 points

1. **Preparation of proposal**
   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.
   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.
   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.
   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.
   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.
   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 | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| Part of proposal | **Annex B-2** Template for proposal submission |
| Part of proposal | **Annex B-3** Format of resume for proposed staff |
| Part of proposal | **Annex B-4** Capacity Assessment minimum Documents |

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.

1. **Format and signing of proposal**
   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.
   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.

1. **Award**
   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.
   2. The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.
   3. The award will be for an agreement with an original term of 12 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN WOMEN.

**Annex B-2**

**Template for proposal submission**

**Call for proposal**

**Description of Services:**

**CFP No. 13/2021**

|  |
| --- |
| **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.

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| **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)

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| **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.

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| **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

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| **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

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| **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

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| **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.

The result budget **should be accompanied with a detailed activity level budget including description of unit price and number of units for each budget line**.

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| --- | --- | --- | --- | --- |
| **Result 1 (e.g. Output)** Repeat this table for each result. | | | | |
| **Expenditure Category** | **Year 1**  **Local currency (ALL)** | **Total**  **local currency (ALL)** | **US$** | **% Total** |
| 1. Personnel |  |  |  |  |
| 2. Equipment / Materials |  |  |  |  |
| 3. Training / Seminars / Travel Workshops |  |  |  |  |
| 4. Contracts |  |  |  |  |
| 5. Other costs [[7]](#footnote-8) |  |  |  |  |
| 6. Incidentals |  |  |  |  |
| 7. Other support requested |  |  |  |  |
| 8. Support Cost (not to exceed 8% or the relevant donor %) |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |

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:**

**CFP No**

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: Gender Mainstreaming in Disaster Risk Reduction (DRR) in Albania**

**CFP No. 13**

**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 [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13)  Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy; | Mandatory |

**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 |  |

1. Common Country Analysis, United Nations Country Team, Albania, November 2020 [↑](#footnote-ref-2)
2. Common Country Analysis, United Nations Country Team, Albania, November 2020 [↑](#footnote-ref-3)
3. https://albania.un.org/en/46378-albania-post-disaster-needs-assessment-pdna-volume-report-february-2020 [↑](#footnote-ref-4)
4. Albania Country Gender Equality Brief, UN Women Albania, 2020 [↑](#footnote-ref-5)
5. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-6)
6. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners [↑](#footnote-ref-7)
7. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-8)