**Annex B**

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

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

**Section 1**

**CFP No. (1/2022)**

**Call for Proposal** **for Responsible Parties to “Support women economic empowerment in the artisan value chain (VC) in the administrative unit of Farkë, Tirana Municipality”**

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 (**18:00 hrs**) on (**28 January 2022**).

**The budget range for this proposal should be** **4,500,000 – 5,000,000 ALL**

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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 |
| **Section 2** |  |
| 1. Instructions to proponents |  |
| **Annex B-2** Template for proposal submission |  |
| **Annex B-3** Format of resume for proposed staff  **Annex B-4** Capacity Assessment minimum Documents |  |

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

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

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| **Program/Project:** | **Requests for clarifications due:** | |
| **EU for Gender Equality** | **Date: 17 January 2022** | **Time: 18:00 hrs** |
| **Program official’s name:** | **(via e-mail)** [**unwomen.albania@unwomen.org**](mailto:unwomen.albania@unwomen.org) | |
| **Estela Bulku** |  | |
| **Email:** [**unwomen.albania@unwomen.org**](mailto:unwomen.albania@unwomen.org) | **UNWOMEN clarifications to proponents due: [if applicable]** | |
|  | **Date: 19 January 2022** | **Time: 18:00 hrs** |
| **Telephone number:** |  | |
|  | **Proposal due:** | |
| **Issue date: 10 January 2022** | **Date: 28 January 2022** | **Time: 18:00 hrs** |
|  |  | |
|  | **Planned award date:** |  |
|  |  |  |
|  | **Planned contract start-date / delivery date (on or before):** | |
|  | **1 March 2022** | |

1. **UN Women Terms of Reference**

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| 1. **Introduction**    1. **Background**   “EU for Gender Equality in Albania: Implementation of the EU Gender Equality acquis” (EU4GE) is a United Nations Joint Programme (UNJP) developed by UN Women and UNFPA and funded by the European Union (EU) through the UN Albania SDG Acceleration Fund. This two-year (April 2021 – March 2023) intervention reflects the EU commitment on gender equality as a principle underpinning its external relations within the framework of Albania’s accession to the EU and with a focus on the negotiation process. With the overall aim of enhancing transposition of the EU Gender Equality acquis and achieving gender equality outcomes in line with the 2030 Agenda and the Sustainable Development Goals (SDG) (particularly SDG 5), it focuses on strengthening gender and socially responsive governance outcomes at central and local levels, in line with international human rights norms and standards such as CEDAW, the Istanbul Convention, and the recommendations of the Universal Periodic Review. Specific emphasis is placed on supporting the Government of Albania in responding to the significant and gender-specific socio-economic challenges which result from the measures to contain the COVID-19 pandemic. In doing so, the action adheres to the principles of international guidance on gender-responsive recovery.  One of the overall objectives of the UNJP is to support measures that increase resilience, including local communities’ capacity for shared and sustainable improvement in their economic well-being. The UNJP recognizes the importance of gender equality for sustainable economic development and maintains women’s economic inclusion and empowerment including in rural areas as an explicit goal.  In Albania 41 percent of the overall population is employed in the agricultural sector. According to INSTAT, more than 54 percent of all economically active women are employed in the sector, with 87 percent of working as informal or family workers in small family operations and subsistence farming. While overall, women significantly contribute to production, harvest, processing, and packaging, they often work in the informal, invisible part of value chains (VC) and, hence, are less likely to be reached by extension services. Several gender-based constraints have been identified including, (1) Limited access to knowledge, information and training; (2) Unequal participation, leadership and decision-making; (3) Limited access to financial services; (4) Limited access to inputs and technologies; and (5) Work burden and time poverty. Field observations have shown that in the context of managing impacts associated with COVID-19, rural women have shouldered most of the burden associated with caring for the ill and keeping their small economies afloat thereby exacerbating women’s and girls’ pre-existing vulnerabilities and marginalization.  The Value Chain (VC) approach has delivered successful results for smallholder farmers around the world. The experience has shown that mainstreaming gender in agricultural value chains with a specific focus on women’s role holds the potential to create equal opportunities for women to participate in and benefit from VCs, but also improve the overall performance of the chain by generating improvements in the labour market, gains and efficiencies.  The proposed intervention will focus in the Farkë Administrative Unit (AU) in Tirana Municipality. In Farkë Administrative Unit live 5,250 families with 17,894 inhabitants and operate their activity with about 971 businesses.  The pottery VC in Farkë has roots in the early 19th century. The VC used to be practiced by men until the 1970s when the tradition was transformed as an artisan sector by the state-owned economic institutions and many women were employed carrying out different VC activities. This tradition continues today with some small handicraft workshops which with their products not only support their own livelihoods but also to keep alive the old and very interesting tradition.  There are about 5-7 small businesses (family size businesses owned by men) operating in Farkë. This VC employees around 15-20 persons, mainly men, but also women help in some processes, still being invisible to the VC. The production is based mainly in customers’ orders limiting the artisan’s portfolio to the historical traditional products. Even though there are new models being sporadically introduced and required by customers, once the order is produced and delivered, these models are not further produced or promoted. There is no presence of any simple or innovative marketing activity even though there is a high demand for traditional pottery products in the market. The tradition and skills are transmitted through generations with no attention to innovations in design, production, or marketing. The main constraints for women inclusion and empowerment in the pottery VC are found to be the lack of women-dedicated processes, while there are not any cultural barriers or other restrictions for women engagement in this VC.  In addition to the pottery, there are many artisan activities where women are already engaged, such as handmade embroidery products, rugs, traditional decorations, and also traditional food products (jams, pickles, dried vegetables and fruits, etc.). The Municipality of Tirana is giving an importance to the artisan VC and also to Farkë AU as a tourism designated site. The AU is willing to provide a free space in the center of Farkë, that if furbished with selling stands, could serve as an open market for women and as a touristic site throughout the year.   * 1. **General Overview of services required/results**   In the above context, UN Women will engage a civil society organization (CSO) based in Albania as Responsible Party to implement “Support women economic empowerment in the artisan VC in the administrative unit of Farkë”. The intervention is foreseen to directly impact the VC inclusion and economic empowerment of an estimated 25-30 women beneficiaries in Farka. Support will be provided to women employment and inclusion in the artisan VC, by establishing a safe work environment and promoting women-dedicated work processes, and by introducing new models of products based on market demand. The intervention will aim at establishing a local market in a free space provided by the local administration and organize market inauguration day designed as a local fair to promote artisan products and create market linkages.  The activities in this intervention aim to engage women – particularly poor, vulnerable and marginalized women – who will effectively engage and participate in value chains and market system, resulting in earning higher incomes, and enjoy economic security. This objective will be achieved by (i) increasing the number of employed/self-employed women in production, processing and marketing of artisan products; (ii) support women in market development and (iii) establish a local market.  The timeline for the implementation of this intervention is **1 March to 30 October 2022**. |
| 1. **Description of required services/results**  * Establish women artisan group in Farkë AU (25-30 women); * Clustering programs for women to strengthen their representation and enhance knowledge exchange, building capacity in advocacy and facilitation dialogue between women artisans and municipality as well as to improve production processes jointly, to create B2B linkages with other VCs (agritourism, tourism, etc.); Conduct training sessions to the women group:   + Self-organization as a group/association   + advocacy and dialogue as a group, joint activities   + price negotiations, business relations, etc. * Support women employment and inclusion in the artisan VC, by establishing a safe work environment and promoting women-dedicated work processes, and by introducing new models of products based on market demand; * Support developing a Skills Transfer Center in cooperation with the local administration or/and one artisan facility / local business; * Support establishing a functional marketing system aiming promotion, sales, and products’ development in the VC; * Establish links between local/regional and/or national groups to access the market system and promote a sustainable approach; * Support activities to connect artisans with travel agencies and urban markets - B2B events, fairs with market representatives and souvenir shops, in close cooperation with the Municipality of Tirana. * Identify and design (based on location) artisan businesses and travel attractions as part of a common "Discover Farka" destination: craft makers (where tourists can try making souvenirs themselves); guesthouse; authentic family houses and farms serving as accommodation shops; agritourism facilities; providers of outdoor recreational activities and adventure sports; souvenir and craft / organic food shops, local and national guided tours, etc; * Introduce the concept for the local brand “Authentic Product” for handicrafts produced based on tradition by the local artisans, and support its development in close cooperation with the Municipality of Tirana; * Establish a local market in a free space provided by the local administration (10-12 stands). * Organize the market inauguration day designed as a local fair to promote artisan products and create market linkages.   Conduct and submit to UN Women for approval a needs assessment report regarding basic materials and equipment’s for the women producers of the VC. The basic materials and equipment (VC production equipment; packaging, labels, stands for use in the local market) will be used to support women in production and promotion of their products. The contractor must submit to UN Women signed transfer of equipment forms, pictures from the delivery to women, proof of evidence (invoice for the purchased equipment, etc.).  **The budget dedicated to purchase of equipment should not exceed 30% of the total proposed budget of the project.** |
| 1. **Timeframe: Start date and end date for completion of required services/results**   The Project will be implemented from **1 March 2022** to **30 October 2022.** |
| 1. **Competencies:**   Applying organizations must demonstrate experience in implementing programmes on women economic empowerment in the targeted or similar topics through an organizational resume of past implementing experience of related projects and areas of expertise.   * 1. Technical/functional competencies required:   2. Present a team of experts or staff with proven expertise and extended academic knowledge in gender sensitive value chains related artisan art crafts as documented through CVs of experts/staff and/or publications;   3. Proven experience in implementing similar activities in value chain development and implementation with women’s groups is required;   4. Experience in conducting artisan value chain development interventions (including marketing) with focus on women’s economic empowerment is an added advantage;   5. Experience in participating/leading/managing donor-funded projects in Albania;   6. Experience in developing communication and visibility materials and campaigns on the topic is an added value.   **Qualifications of the key personnel of the responsible party and implementing partners:**  The team composition is expected to include at least an overall team leader and team members.  **Minimum qualifications of the team leader:**   * Master’s degree in economics or development-related disciplines (business or public administration, marketing, economics, rural or/and economic development, gender and social studies). * At least 5 years of relevant professional experience in the areas of economics, rural marketing, rural development, women’s economic empowerment. * Familiarity on issues related to implementation of national and international legal framework related to gender equality, women inclusion and women economic empowerment. * Experience in similar activities in market and value chain development and development of women’s groups. * Previous experience with international organizations in similar assignments would be considered an asset. * Language proficiency in both written and oral English and Albanian   **Key expert 1 – Marketing**   * Master’s degree in Economics, Marketing, Tourism, or/and economic development studies. * At least 5 years of relevant experience in Area Sales Marketing and product development, on issues related to rural and agriculture market system, and women empowerment in the value chains. * Experience in conducting fairs and promotional campaigns would be considered an asset. * Proven experience in designing modules and manuals related to development of marketing and/or product development.   **Key expert 2 – Ethnographic specialist**   * Master in the field of Arts, History, and/or Technical Design; or at least 5 years of experience in the fields of Art history, Museography, Textile Design, Historical Preservation, Traditional handcrafting, etc.; * Experience in previous similar interventions with focus on women economic empowerment; * Capability in understanding business requirements and opportunities; able to work with others to contextualize the work for positioning within business environment, with the main focus on women empowerment; * Experience in participating to donor-funded projects in Albania would be considered an asset; * Proven experience in designing modules and manuals related to technical ethnographical design. |

**Annex B-1**

**Mandatory requirements/pre-qualification criteria**

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

**Call for proposal**

**Description of Services:**

**CFP No. 1/2022**

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.

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| --- | --- |
| **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[[1]](#footnote-2) | 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)[[2]](#footnote-3). |  |
| 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. (1/2022)**

1. **Instructions to proponents (Responsible Parties)**
2. **Introduction**
   1. UN-WOMEN invite 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. UNWOMEN 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, 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.
   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.
3. **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.

1. **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.

1. **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.

1. **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**
   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.
   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.

1. **Proposal currencies**

10.1 All prices shall be quoted in (local currency) **Albanian Lekë (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.

1. **Evaluation of technical and financial proposal** 
   1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
      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 (**components 2, 3 and 4)** | 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.

* 1. 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.
  2. 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.
  3. 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.
  4. 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.
  5. 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 |

1. 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.
2. **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.

1. **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 7 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. 1/2022**

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| **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 4.

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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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Result 1 (e.g. Output)** Repeat this table for each result. | | | | |
| **Expenditure Category** | **Year 1, [Local currency]** | **Total, [local currency]** | **US$** | **% Total** |
| 1. Personnel |  |  |  |  |
| 2. Equipment / Materials |  |  |  |  |
| 3. Training / Seminars / Travel Workshops |  |  |  |  |
| 4. Contracts |  |  |  |  |
| 5. Other costs [[3]](#footnote-4) |  |  |  |  |
| 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. 1/2022**

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:**

**CFP No. 1/2022**

**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. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-2)
2. [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-3)
3. “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-4)