

CFP No. 001/2018

Section 1. Invitation

UNWOMEN plans to engage a Responsible Party as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than 23:59 (11:59 p.m.) on November 19, 2018.

This UNWOMEN Call for Proposals (CFP) consists of six sections and a series of annexes that will be completed by proponents and returned with their proposal:

CFP section 1: CFP letter (this document)

CFP section 2: Proposal data sheet

CFP section 3: Instructions to proponents

CFP section 4: UNWOMEN Terms of Reference

CFP forms to be returned (mandatory):

Annex B1-1 Proposal/no proposal confirmation form

Annex B1-2 Mandatory requirements/pre-qualification criteria

Annex B1-3 Technical proposal submission form

Annex B1-4 Financial proposal submission form

Annex B1-5 Resumes of proposed team members

Annex B1-6 Capacity Assessment Checklist

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

carolina.ferracini@unwomen.org

CFP No. 001/2018

Section 2. Proposal data sheet

Program: One Win Leads to Another
Program official's name: Carolina Ferracini
Email: carolina.ferracini@unwomen.org
Telephone number: +55(61) 3038 9294
Issue date: 01 November 2018

Requests for clarifications due

Date: 07 November 2018 (via e-mail)
Time: 18:00 (06:00 p.m.)

UNWOMEN clarifications to proponents due

Date: 09 November 2018
Time: 18:00 (06:00 p.m.)

Proposal due

Date: 19 November 2018
Time: 23:59 (11:59 p.m.)
Planned award date: 22 November 2018
Planned contract start date: 26 November 2018

Section 3. Instructions to proponents

1. Introduction

1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for Responsible Party.

1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.

1.3. UNWOMEN may, at its discretion, cancel the services in part or in whole.

1.4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.

1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

1.6. Effective with the release of this CFP, all communications must be directed only to UNWOMEN, Ms. Carolina Ferracini, project manager, by email at carolina.ferracini@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

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

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. See section 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Clarification of CFP documents

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 page 1. 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. If the CFP has been advertised publicly, the results of any clarification

exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

5. Amendments to CFP documents

At any time prior to the deadline for submission of proposals, 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.

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

6. Language of proposal

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. Supporting documents and printed literature furnished by the proponent may be in another language.

7. Submission of proposal

7.1. Technical and financial proposals should be submitted simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) 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.

Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

- Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:
CFP No. 001/2018 – (name of proponent) - TECHNICAL PROPOSAL
- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows: CFP No. 001/2018 – (name of proponent) - FINANCIAL PROPOSAL

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

carolina.ferracini@unwomen.org

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

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

7.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

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

8. Clarification of proposals

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

9. Proposal currencies

All prices shall be quoted in Brazilian Reais (BRL).

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

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

10. Mandatory/pre-qualification criteria

10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

10.2. Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

11. Evaluation of technical and financial proposal

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 a Committee for Partners' Assessment (CPA) appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

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

11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

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

Formula for computing points:

Points = (A/B) Financial Points

Example: Proponent A's price is the lowest at \$10.00. Proponent A receives 30 points.

Proponent B's price is \$20.00. Proponent B receives $(\$10.00/\$20.00) \times 30$ points = 15 points

12. Preparation of proposal

12.1. You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.

12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.

12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the CFP document.

12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B1-2 hereto)
Part of proposal	Technical Proposal Submission Form (Annex B1-3 hereto) sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Financial Proposal Submission Form (Annex B1-4 hereto) sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex B1-5: Resumes of proposed team members with prescribed information

If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return this form indicating your reasons for non-participation.

Pre-submission:

Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal.

Stand-alone document	Proposal/no proposal confirmation form (Annex B1-1 hereto)
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13. Format and signing of proposal

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

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

14. Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. 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 two (02) years with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Section 4: UN Women Terms of Reference

Terms of Reference

Programme One Win Leads to Another (OWLA) in Rio de Janeiro, Brazil

Contributing to Programme Output 3.1.21 - Strengthened coordination of organizations that use sports to promote gender equality

1. Introduction

One Win Leads to Another (OWLA) uses sport to empower girls in Rio de Janeiro, Brazil. The programme, which is a legacy of the Rio 2016 Olympic Games, combines quality sports programmes and life skills sessions to build the leadership skills of adolescent girls, improving their ability to influence decisions that impact their lives. It creates safe spaces where adolescent girls break social barriers, learn basic economic skills, gain knowledge of their bodies and the confidence to access services in the event of violence. Its overall objective is to use sport to change harmful gender stereotypes and norms, so that adolescent girls can fully achieve their rights.

OWLA is a nine-month curriculum that addresses issues of personal, social and economic empowerment in adolescent girls – and is embedded within sports programmes. The programme provides life-skills training to adolescent girls (leadership, gender-based violence (GBV) prevention, economic empowerment, sexual and reproductive health and rights) within a sports context – and creates safe spaces for girls to become themselves. It is composed of 40 sessions to be delivered weekly. In the first hour, the girls are expected to play sports and strengthen their connection with each other through team work, developing other life skills that will be further discussed and deepened in the second hour, when they participate in life skills sessions conducted by a trained female facilitator.

A pilot of OWLA, a joint-programme between UN Women and the International Olympic Committee (IOC), was implemented from October 2015 to March 2017 (18 months). It has been recognized as a legacy of the 2016 Rio Olympic Games.

For the second phase, OWLA is implemented through four major strategies, that incorporate learning from the pilot phase:

Institutional strengthening: OWLA focuses its strategy in expanding and diversifying partnerships and strengthening the capacity of various institutions (non-governmental and governmental) to empower girls through sports. This shall result in increased availability and access of girls to the OWLA methodology, and increase programme sustainability. It also minimizes risks associated with the context of the current and potentially persistent political, economic and institutional challenges facing Rio de Janeiro in particular, and in Brazil as a whole.

Collective Impact: OWLA encourages the creation of a Gender and Sports Network composed by organizations (including OWLA certified partners) with common strategy, indicators, tools and a measurement system that is expected to become a knowledge hub on sports programming for gender equality in Brazil.

Advocacy and Communication: Girl-champions tell their stories of resilience and empowerment. UN Women and partners will produce news articles, fact sheets, publications, campaigns and other communication and advocacy materials, based on the knowledge hub on sports programming for gender equality and on UN Women's existing global solidarity movement HeForShe. OWLA involves athletes as role models to tell their stories and illustrate with real life examples the importance of sports for the empowerment of girls.

South-south and international cooperation: OWLA promotes exchanges and shares experiences with other countries in Latin America, and with Japan, the future host of the Olympic Games.

a. Background/Context for required services/results

A lesson learned from the implementation of the pilot phase and reinforced by a current scenario of economic crisis and increasing conservatism, both at the national and at the local levels, is the need to strengthen civil society organizations that are taking a larger and larger role in educating children and adolescents on gender equality and human rights.

In Rio de Janeiro, just before the 2014 World Cup in Brazil, some women's organizations started developing specific initiatives in sports as a tool for gender equality. Slowly, more social development organizations demonstrated interest in approaching social and gender issues through sports activities. At the same time, sports organizations are increasingly open to include a gender perspective in their programmes. In Brazil, there is a strong network of sports for social change (Rede de Esporte pela Mudança Social - REMS), with 81 institutions in 19 of the 26 states and in the Federal District, with more than 14,000 people working for them. These organizations together have reached more than 8,000 boys and 5,000 girls between 12 and 18 years old per year. However, most of those institutions do not have expertise to include gender equality to their work. A questionnaire conducted with 20 organizations members of REMS in December 2016 showed that all of them were interested in OWLA tools on sports for gender equality and the creation of safe spaces for girls, and two-thirds of them were only beginning to think about incorporating gender equality to their work, with no methodology in place yet.

b. General Overview of services required / results

As per the programme strategy, adolescent girls are reached through partner organizations that participate in the programme's training and coaching processes.

The results to be achieved under this Call for Proposals include:

- i. Grant-making: following successful completion of the training process, trainee organizations will develop proposals, apply and receive annual grants to implement the OWLA methodology in full, accompanied by targeted coaching, for one year. The grants may be renewed for a second year of implementation, subject to satisfactory performance. Organizations will be encouraged to involve alumni girls for continued mentoring and empowerment.
- ii. Mobilization of resources and creation of a gender and sport fund: mobilize resources and provide funding to organizations trained by the programme and/or organizations promoting gender equality and women's empowerment through sport and contributing to the knowledge hub on sports programming for gender equality.

2. Description of required services/results

UN Women is currently selecting a partner organization, specialized in funding the civil society, to manage grants to be delivered to OWLA trainee institutions in Rio de Janeiro, and to mobilize additional resources to create a fund for civil society to promote gender and women's empowerment in sport.

The selected partner organization is expected to:

i. Develop a grant-making mechanism to fund the OWLA-trained institutions in Rio de Janeiro and implement the granting processes for two years, specifically:

Small grants will be provided annually. The recipient organizations are expected to deliver the full OWLA curriculum for a full school year (February through November) with the coaching/technical assistance of the OWLA specialists. Successful delivery of the curriculum for the first year should enable organizations to graduate to a second-year grant, to be used to deliver the OWLA curriculum.

The grant-making process must ensure that 900 girls benefit from the OWLA methodology. Grantees will be monitored for quality assurance.

Specifically, the selected partner will support the OWLA team in selecting and managing the projects of a minimum of 6 (six) and a maximum of 12 (twelve) organizations per year to benefit from the OWLA grants, including:

- Define, in partnership with UN Women and other responsible parties, the grant-making criteria.
- Call for, collect and evaluate proposals from the trainee organizations, for the delivery of the OWLA curriculum for one year.
- Be part of the grants selection panel, of which composition shall be defined in partnership with UN Women and other responsible parties.
- Provide annual grants to organizations that have their proposals approved by the panel.
- Manage grants and conduct the financial monitoring of the grantee projects.
- Evaluate the overall performance of the grantee organizations, in partnership with UN Women and other programme responsible parties. This includes, but is not limited to, the elaboration of a diary that registers the strengths, weaknesses, and points of attention during implementation of the programme. This shall also include the review of monitoring reports produced by the relevant responsible parties and / or UN Women or other programme partners, especially the due compilation and analysis of baseline and endline questionnaires.
- Conduct external evaluation for quality assurance of trained individuals and organizations.

The resources available for this component amount BRL1,500,000 (One Million, Five Hundred Thousand Brazilian Reais), to be executed in two years.

The proponent will launch one invitation to submit proposals per year, for a maximum of BRL750,000 (Seven Hundred and Fifty Thousand Reais) each year, to be divided between a minimum of 6 (six) and a maximum of 1 (twelve) grantee organizations each year. Grantees may receive a second year grant, subject to satisfactory performance in the first year, as agreed with UN Women and other responsible parties.

ii. Raise funds to support other civil society organizations promoting gender equality and women's empowerment through sport.

The selected partner will design a strategy and mechanism and will mobilize resources for a grant-making Fund. This Fund is expected to provide additional resources to selected OWLA trained organizations to implement the methodology, as well as to contribute to organizations working to promote gender equality and women's empowerment in sport in Brazil.

It is expected that the resources mobilized are destined primarily to civil society organizations that join and contribute to OWLA-promoted **Knowledge Hub** on sports programming for gender equality, and demonstrate interest in joining the gender and sport network, which will collectively monitor change in gender equality and women's empowerment in sport.

This will be the first Fund of its kind in Brazil.

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

Activities are expected to take place from November 2018 through December 2020.

4. Competencies

The selected partner will have extensive experience in financing civil society organizations through formal civil society funds/funding.

a. Technical / functional competencies required

Funding, grant-making and resource mobilization for gender equality and women's empowerment as core in its institutional mandate.

At least 5 years of experience in funding civil society organizations for the promotion of gender equality and women's empowerment.

Extensive record of monitoring the implementation of grants and small grants.

b. Other competencies, which while not required, can be an asset for the performance of services
Specialization and/or previous record of successfully working on issues related to gender and sport and/or sport for development.

Premises and staff based in the city of Rio de Janeiro.

Availability of monitoring and evaluation team/specialized staff.

Annex B1-1

Call for proposal
Description of services:
CFP No.

Proposal/no proposal confirmation form

If after assessing this opportunity, you have made the determination not to submit your proposal we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNWOMEN

Email:

From: _____

Subject _____

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

- () The requested products are not within our range of services/supply
- () We are unable to submit a competitive proposal for the requested services at the moment
- () We cannot meet the requested terms of reference
- () Your CFP is too complicated
- () Insufficient time is allowed to prepare a proposal
- () We cannot meet the delivery requirements
- () We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- () Other (please provide reasons) _____
- () We would like to receive future CFPs for this type of services
- () We don't want to receive CFPs for this type of services

If UNWOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

Annex B1-2

Call for proposal

Description of services:

CFP No.

Mandatory requirements/pre-qualification criteria

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

a. Mandatory requirements/pre-qualification criteria	b. Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization.	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years.	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation.	Yes/No
1.7. Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

Annex B1-3

Call for proposal

Description of services:

CFP No.

Technical proposal submission form

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent's Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

CFP No (_____) - (Name of Proponent) - Technical proposal

- c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent's Technical Proposal and fully responds to the request for proposal No (_____)

Proponent's Eligibility Confirmation and Information	Proponent's Response
1. What year was your organization established?	
2. In what province/state/country is your organization established?	
3. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes ___; No ___
4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes ___; No ___
5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)	
6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex	Confirm Confirm Yes ___; No ___

B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.	
7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.	Confirm Yes ___; No ___
8. Confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNWOMEN.	Confirm Yes ___; No ___
9. Confirm that the proponent and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.	Confirm Yes ___; No ___
10. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors.	Confirm Yes ___; No ___

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.

_____ (Seal)

(Signature)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

Name:	
Title:	
Address:	
Telephone Number:	
Email Address:	

Technical proposal submission form

The 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 confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" refer to those organizations that submit a proposal pursuant to this CFP.

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. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and capacity (technical; governance and management; and financial and administrative).

Section	Points	Criteria	Proponent's Response
1	40	Technical description and appropriateness/adequacy of approach / service	
2	15	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> • proposed staffing (number and expertise) for the services to be delivered; • organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required • relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	
3	8	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> • Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation 	

		<ul style="list-style-type: none">• Overall governance/management structure of the proponent organization	
4	7	Financial and administrative management capacity: (See Capacity Assessment Checklist)	
		Provide a minimum of two references of similar successful projects.	
		TOTAL	

Annex B1-3 (cont.d.)

Call for proposal

Description of services:

CFP No.

Template Technical Proposal

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

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

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

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

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

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

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

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

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

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

Component 4: Implementation Plan (max 1.5 pages)

This section is presented in tabular form and can be attached as an Annex. It should indicate the sequence of all major activities and timeframe (duration). Provide as much detail as necessary. The Implementation Plan should show a logical flow of activities. Please include in the Implementation Plan all required milestone reports and monitoring reviews.

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

Monitoring and Evaluation Plan (max. 1 page)

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

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

Component 5: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated. Include in this section also the key assumptions on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend.

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

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

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

Result 1 (e.g. output) [Repeat this table for each result]					
	Year 1 (BRL)	Year 2 (BRL)	Total (BRL)	USD	% of Total
Expenditure Category					
1. Personnel					
2. Equipment/Materials					
3. Training / Seminars / Workshops					
4. Travel					
5. Other costs					
6. Incidentals					
7. Other support requested					
8. Contingency (max 5%)					
Total cost for result 1					

Component 7: Capacity Assessment Questionnaire

Date of Capacity Assessment:	Answer (Yes/No)	Additional comments
Section A: Relevance and Technical Capacity		
Is the organizational mandate/role/vision relevant to gender equality and women's empowerment?		
Does the organization have a proven track record of work on gender or related issues?		
Are there specific areas of programming or advocacy where the NGO, AI or RCBO has made innovative contributions?		
Does the NGO, AI, RCBO have credibility with gender equality advocates including those within government?		
Does the organization have internal programmatic processes (planning, programming, monitoring, reporting and evaluation) in place to ensure delivery of quality and timely programme results?		
Does the NGO, AI, RCBO have grass roots presence/outreach especially if that is relevant for the programme?		

Date of Capacity Assessment:	Answer (Yes/No)	Additional comments
Does the organization have an adequate number of professional staff with adequate qualifications and experience?		
Has the organization previously worked with UN-Women, other UN organizations or directly with significant non-government donors?		
Does the organization have potential for supporting sustainability of results achieved.		
Section B: Governance and Management Structure		
Is the organization non-profit?		
Is the organization officially registered in the country?		
Does the organization have an established organizational culture of accountability and commitment to delivery of results?		
Does the organization have an effective policy and system in place to prevent, detect, report, address and follow-up on fraud and irregularities. Note that the partner should be provided with a copy of the UN Women Anti-Fraud Policy in order to ensure that they are familiar with reporting obligations and mechanisms.		
Does the organization have a Board of Directors/managing committee?		
Does the organization or any of its managers/Board members have links with the Government, or a political party?		
Are key decisions subject to review by a committee or the board e.g. decisions affecting strategy, partnerships, programmes, finance and procurement?		
Is there any conflict of interest between any UN-Women staff member and the NGO?		
Section C: Financial and Administrative Management		
Does the organization have and follow written and transparent financial and administrative rules and regulations?		
Does the organization have a clear system for procurement, subcontracting, with appropriate checks and balances?		

Date of Capacity Assessment:	Answer (Yes/No)	Additional comments
Does the organization have clear, documented procedures and internal controls governing the payment cycle (requisition, approval, disbursements versus cash, vouchers etc.)?		
Is segregation of duties ensured in receipt and management of funds?		
Do payments require two or more signatures?		
Is the organization as a whole subject to regular external audits? ¹		
Has the UN-Women Office looked at the last three audited statements of the organization to assess the latter's financial capacity?		
Does the organization have a sustainable financial position?		

¹ Separate from donor mandated programme specific audits.

Annex B1-4

Call for proposal
Description of services:
CFP No.

Financial proposal submission form

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: (currency)

The entire Price Proposal must be placed in a separate email/attachment When submitting by email, the email subject line should read:

CFP No (_____) – (Name of proponent) - Financial proposal

- c. The completed Financial Proposal Submission Form constitutes Proponent’s Financial Proposal and fully responds to Request for Proposal No ____.

I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

(Signature)

(Name of Proponent)

(date)

(Address)

(Telephone no.)

(Email address)

Annex B1-5

Call for proposal

Description of services:

CFP No.

Format of resume for proposed staff

Name of Staff: _____

Title: _____

Years with Firm: _____ 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 B1-6

Call for proposal

Description of services:

CFP No.

Capacity Assessment Document Checklist
For Potential Implementing Partners / Responsible Parties

Governance, Management and Technical

Document	Mandatory/Optional	Yes/No
Legal registration	Mandatory	
Rules of Governance / Statutes 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	Mandatory	

Administration and Finance

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

Procurement

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

Client relationship

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

