

## Call For Proposals (CFP) for Responsible Parties (For Civil Society Organizations - CSOs)

### Section 1

**CFP No. 02-2023** Contracting a Responsible Partner to support Women in technical and vocational education and training (TVET) through employability trainings, inclusive learning, and gender awareness.

#### **a. CFP Letter for Responsible Parties**

UN Women plans to engage a Responsible Party as defined in accordance with these documents. UN Women now invites sealed proposals from qualified proponents to provide 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 **12:00 pm** on **6<sup>th</sup> of July 2023**.

**The budget range for this proposal should not exceed 2,500,000 EGP** (Kindly refer to Component 6: Results-Based Budget below for further details on the budget)

This UN Women Call for Proposals consists of <u>two</u> sections:	Documents to be completed by proponents and returned as part of their proposal (mandatory)
<b><u>Section 1</u></b> a. CFP Letter for Responsible Parties b. Proposal Data Sheet for Responsible Parties c. UN Women Terms of Reference d. Acceptance of the terms and conditions outlined in the template Partner Agreement e. <b>Annex B-1</b> Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects	<b>Annex B-1</b> Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects
<b><u>Section 2</u></b> - Instructions to Proponents, which includes the following: <b>Annex B-2</b> Template for Proposal Submission <b>Annex B-3</b> Format of Resume for Proposed Personnel <b>Annex B-4</b> Capacity Assessment Minimum Documents <b>Annex B-5</b> UN Women template Partner Agreement <b>Annex B-6</b> UN Women Anti-Fraud Policy	<b>Annex B-2</b> Template for Proposal Submission <b>Annex B-3</b> Format of Resume for Proposed Personnel <b>Annex B-4</b> Capacity Assessment Minimum Documents

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

#### **b. Proposal Data Sheet for Responsible Parties**

<b>Program/Project:</b>	<b>Requests for clarifications due:</b>	
<b>Women's Economic Empowerment in Egypt</b>	<b>Date: 25<sup>th</sup> June 2023</b>	<b>Time: 12:00pm</b>
<b>Programme Officer's name:</b> Engy Amin	<b>(Via e-mail)</b> <a href="mailto:eco.cfp.inquiries@unwomen.org">eco.cfp.inquiries@unwomen.org</a>	
<b>Email:</b> <a href="mailto:eco.cfp.submissions@unwomen.org">eco.cfp.submissions@unwomen.org</a>	<b>UN Women clarifications to proponents due: [if applicable]</b>	
<b>Telephone number:</b> +2 02 2324 0540	<b>Date: 26<sup>th</sup> June 2023</b>	<b>Time: 12:00pm</b>
	<b>Proposal due:</b>	
<b>Issue date:</b> 19 <sup>th</sup> June 2023	<b>Date: 6<sup>th</sup> July 2023</b>	<b>Time: 12:00pm</b>

### c. UN Women Terms of Reference

#### Introduction

##### a. Background/context for required services/results

In support of the Arab Republic of Egypt's Vision 2030 and the National Strategy for the Empowerment of Egyptian Women (NSEEW), the work of the UN Women Egypt Country Office (ECO) is grounded in the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Sustainable Development Goals (SDGs) and the Beijing Platform for Action (BPfA). Under the UN Sustainable Development Cooperation Framework (2023-2027), UN Women ECO implements its triple mandate of supporting normative standard-setting to advance gender equality and women's empowerment, working with the Government of Egypt, civil society, and the private sector on implementing international and national commitments and best practices, and strengthening UN system coordination in this regard. Since the early 1990s, UN Women ECO has consolidated its expertise and partnerships in the country around three main areas of work: women's leadership and system-wide support to advancing gender equality; women's economic empowerment; and eliminating all forms of gender-based violence against women and girls, including harmful practices.

Women's economic empowerment is central to realizing women's rights and gender equality and includes women's opportunities to participate equally in existing markets, their access to and control over productive resources, access to decent work access to support for their work in the home and increased meaningful participation in economic decision-making at all levels. Empowering women in the economy and closing gender gaps in the world of work are key to achieving the SDGs particularly Goal 5, to achieve gender equality, Goal 8, to promote full and productive employment and decent work for all, Goal 1 on ending poverty, Goal 2 on food security, Goal 3 on ensuring health and Goal 10 on reducing inequalities.

Egypt has made strides in achieving equality, reflected in major gains, notably on maternal mortality and girls' access to education. Women's economic empowerment remains a key driver of the national growth and a priority at the policy level. Women's overall increase in educational attainment has not translated into increased economic security, however. At 19.3 per cent, women's unemployment rate is more than triple that of their male counterparts (4.7 per cent)<sup>1</sup> and young women's unemployment (20-24 years) stands at 28.9 per cent.<sup>2</sup> Legislation<sup>3</sup> requires a 5 per cent employment quota for persons with living disabilities in organizations with 50+ employees<sup>4</sup> and yet research shows that persons with disabilities tend to be disadvantaged economically<sup>5</sup>. Overall, women's Labour Force Participation Rate (LFPR) in

<sup>1</sup> CAPMAS (2023). Press Release on the 4<sup>th</sup> Quarter of 2022.

<sup>2</sup> CAPMAS Press Release 2022.

<sup>3</sup> Rehabilitation Law Number 39 (1975) and modified by Law Number 49 in 1982.

<sup>4</sup> Note: Egypt ratified the UN Convention on the Rights of Persons with Disabilities (UNCPRD) in 2008

<sup>5</sup> International Labour Organization, *Jobs and Skills for Persons with Disabilities with a Focus on ICT-based Solutions- Phase I*

Egypt is low at 15.1 per cent<sup>6</sup> and it is estimated that approximately half of working women are informally employed.<sup>7</sup>

Where women choose to work (in which sectors and job categories) is also essential to ensuring their access to decent jobs and better wages. In much of the world, and in Egypt, technical jobs are in high demand and have been an area where higher-than-average salaries and decent working conditions are often available. By absorbing more than 52% of young people at the secondary level (43% of which are females), technical secondary education represents the larger part of the Egyptian educational system and affords great opportunity for women's entry into decent work. There are clear and compelling reasons to boost female labour force participation and TVET institutions provide an important opportunity in this regard.

#### **b. General overview of services required/results**

In view of the above, UN Women works with the Government of Egypt and national stakeholders to advance decent work opportunities in non-traditional sectors for young women, women living with disabilities and women returning to the workforce

Since 2019, UN Women has worked on building the capacity of women in TVET education. This was made possible through a multi-partner collaboration with civil society, private sector and the Ministry of Education and Technical Education, and four TVET schools in Cairo and Alexandria<sup>8</sup>. Activities have included 1) provision of trainings to female students on soft skills for employability (i.e., communication, problem solving, presentation, critical thinking, CV writing, teamworking, time management) and women's rights in the Egyptian Labour Laws; 2) scholarship to learn English language; 3) delivery of an entrepreneurship training, including digital marketing to female TVET students; 4) carrying out gender equality and women's empowerment awareness activities for TVET students and teachers; 5) supporting access to internships for TVET female students including organizing job fairs; and 6) increasing knowledge and advocacy material on the challenges and opportunities for the employment of women in technical fields.

Under UN Women's programme on **Women's Economic Empowerment in Egypt** -a three-year programme funded by the Korean International Cooperation Agency (KOICA), UN Women now aims to expand and continue support the TVET sector, building upon and scaling up the above investments to date.

#### **Description of required services/results**

For this call for proposal, UN Women seeks collaboration with a national NGO or international NGO to deliver on the below indicative activities that include but are not limited to the following:

1. Design and deliver gender equality and women's empowerment awareness activities to ensure having an inclusive learning environment within TVET partner institutions using interactive methods such as theatre, gamification and beyond as well as peer to peer learning for around 1,500 students in the technical fields (including both females and males) and 120 family members.
2. Provide employability and career coaching skills for at least 280 female students in the technical fields and build the capacities of TVET partner institutions to continue this training beyond the life of the project.

<sup>6</sup> CAPMAS (2023). Press Release on the 4<sup>th</sup> Quarter of 2022.

<sup>7</sup> CAPMAS. 2020. [Egypt in Figures – Work 2020](#).

<sup>8</sup> TVET schools included Electromisr and Don-Bosco in Cairo, Ras Alsoda and Al-Wardian in Alexandria

3. Working with UN Women private sector partners and beyond, facilitate internship opportunities for at least 100 women in the technical fields, ensuring a safe and decent work environment.
4. Facilitate the provision of gender sensitive workshops for inclusive learning in the technical fields for at least 115 teachers including the Ministry of Education and Vocational Education staff with the objective of building the capacity of teachers on gender equality and women's empowerment issues and help them create gender sensitive action plans in their respective schools. *(UN Women will provide the expertise and content directly).*
5. Support the development of knowledge products to enhance the services provided by the career units in the technical schools.

#### **Expected Deliverables**

1. **Submit a detailed workplan for the implementation** of the proposed activities and specified targets. The workplan should reflect the expected output, activities, and indicators in line with the outcome/output of this CFP with a specific timeframe. The workplan should factor in the anticipated timeframe for obtaining any necessary government approvals (if required). The work plan should be complemented by an expenditure plan and a sustainability plan reflecting the mechanisms that will be put in place for continuation of the activities as the programme phases out.
2. **Design and deliver tailored gender equality and women's empowerment awareness activities** within TVET partner institutions using interactive methods such as theatre, gamification and beyond, as well as peer to peer learning for around 1,500 students in the technical fields (including both females and males) and 120 family members.
3. **Deliver tailored employability and career coaching skills** for at least 280 female students in the technical fields and build the capacities of TVET partner institutions to continue this training beyond the life of the project.
4. Working with UN Women private sector partners and beyond, **facilitate partnerships with private companies to facilitate internship opportunities** for at least 100 women in the technical fields and support a decent work environment in these cases.
5. **Through close collaboration with UN Women, facilitate the provision of gender sensitive workshops for inclusive learning** for at least 115 teachers including the Ministry of Education and Vocational Education staff to build the capacity of teachers on gender equality and women's empowerment issues and help them create gender sensitive action plans in their respective schools. For this deliverable, UN Women will provide the expertise and content.
6. **Support the development of knowledge products** to enhance the services provided by the career units in the technical schools.
7. **Submit quarterly narrative report detailing progress** against expected deliverables and project objective. The narrative reports should be prepared in results-based language. Annexed to the quarterly narrative reports and updated indicator for the PMF, are human interest stories, analysis of pre/post participants' assessment for trainings, knowledge products produced, high-quality photos and/or videos, etc. in addition to supporting documents for the delivery of activities (i.e., attendance sheets, internship letters, participants feedback, training materials, trainers' info, participants' details, etc.).

**Target area:** Implementation is open to Cairo, Alexandria and Beni-Suef governorates.

**Considering the budget range provided, the Implementing Organization should submit a comprehensive technical and financial proposal that provide comprehensive details on the proposed implementation approach for the required activities. The package should also include a complete "performance management framework (PMF)" on the key performance indicators below, at a minimum:**

- Number of TVET students outreached segregated (m/f).
- Number of partnerships established with TVET schools.
- Number of activities and events implemented on gender awareness activities and number of attendees segregated (m/f)

- Percentage change on gender norms and concepts.
- Number of internships facilitated for women in technical fields.
- Number of companies outreached and those agreed to support the internship component.
- Number of TVET women who received the employability and coaching skills.
- Percentage change in knowledge and skills received.
- Number of teachers and Ministry's staff trained on gender segregated (m/f) and number of action plans developed.

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

The activities should commence on the 1<sup>st</sup> of July 2023 for 12 months of implementation.

**Competencies:**

The selected organization will be responsible for the implementation of programme activities ensuring the realization of the anticipated interventions in line with UN Women rules and regulations and will work in close collaboration with the UN Women team as well as the National Council for Women team.

**c. Technical/functional competencies required**

- A minimum of 6 years of organizational experience and proven track record/credibility on gender and development, results-based management 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 international organisations such as UN Women, other UN agencies and beyond, governments (mainly Ministry of Education and Vocation Education), private sector, national institutions, and other development actors.
- Good experience dealing with stakeholders and partners, including government, civil society, international organizations and grassroots organizations/ participants.
- Previous experience in internships and job placements for women in technical fields.
- Previous experience in designing and delivering soft and employability skills for TVET students, in particular, for women.
- Soundness of the proposed results and activities, and linkages between them.
- Soundness and adequacy of the technical approach and proposed strategies to support the achievement of results with a focus on sustainability of results.
- Realistic detailed implementation and expenditure plans.
- Soundness of the Monitoring and Evaluation approach and tools.

**b. Other competencies, which while not required, can be an asset for the performance of services**

- Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation.
- Overall governance/management structure of the proponent organization.

**d. Acceptance of the terms and conditions outlined in the template Partner Agreement**

- Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservation or objections thereto.
- Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
- UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

**Annex B-1**  
**Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects**  
**[To be completed by proponents and returned with their proposal]**

**Call For Proposals**  
**Description of Services**  
**CFP No. 02-2023**

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 a 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.**

<b>Mandatory requirements/pre-qualification criteria</b>	<b>Proponent's response</b>
1. Are the services being requested 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 has currently or has been provided by the proponent.	Reference #1: Reference #2:
2. Is the proponent duly registered or does it have the legal basis/mandate as an organization? [Please attach a copy of the official registration here].	Yes/No
3. Has the proponent as an organization been in operation for at least five (5) years <sup>9</sup> ?	Yes/No
4. Does the proponent have a permanent office within the location area?	Yes/No
5. Can UN Women conduct 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
6. Fraud or other wrongdoing: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner been the subject of a finding of fraud or any other wrongdoing following an investigation conducted by UN Women, another United Nations entity or otherwise? OR ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner currently under investigation for fraud or any other wrongdoing by UN Women, another UN entity or otherwise?	Yes/No
7. Sexual exploitation and abuse: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-	Yes/No

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

<p>partner or sub-partner's partner been the subject of any investigations and/or been charged for any misconduct related to sexual exploitation and abuse (SEA)<sup>10</sup>?</p> <p>OR</p> <p>ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner currently under investigation for SEA by UN Women, another UN entity or otherwise?</p>	
8. Has the proponent or any of its employees or personnel 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 any other donor sanction list that may be available for use, as applicable?	Yes/No
9. Has the proponent read and accepted the standards set out in section 3 of ST/SGB/2003/13 "Special measures for protection from sexual exploitation and sexual abuse"?	Yes/No
10. Does the proponent acknowledge that SEA is strictly prohibited, and that UN Women will apply a policy of "zero tolerance" in respect to SEA of anyone including the proponent's employees, agents, sub-partners and sub-contractors or any other persons engaged by the proponent to perform any services?	Yes/No
11. Has the proponent reviewed and taken note of UN Women Anti-Fraud Policy ( <b>Annex B-6</b> )?	Yes/No

**Please provide the following information:**

1 Is the highest executive (e.g., Director, CEO, etc.) in the proponent organization a female?	Yes/No
2 What is the female to male ratio in the proponent's board?	

**Acceptance of the terms and conditions outlined in the template Partner Agreement.**

- Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservations or objections thereto.
- Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
- UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

Requirements	Proponent's response
Acceptance of the terms and conditions outlined in the template Partner Agreement.	Yes/No
Indicate any reservations or objections to the terms and conditions outlined in the template Partner Agreement.	

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

## Section 2

### CFP No. 02-2023

#### a. Instructions to Proponents

##### 1. Introduction

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

##### 2. Cost of Proposal

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

##### 3. Eligibility

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

##### 4. Mandatory/Pre-Qualification Criteria

- 4.1 The evaluation of technical and financial proposals by UN Women is conducted in two phases (see section 11 below) and the mandatory requirements/pre-qualification criteria have been designed to ensure that, to the degree possible in the initial stages of the CFP selection process, only those proponents with sufficient experience, financial strength and stability, demonstrable technical knowledge, evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.



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

## **5. Clarification of CFP Documents**

- 5.1 A prospective proponent requiring any clarification of the CFP documents may notify UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date for requests for clarification as outlined in **Section 1b of this annex (on page 1)**.
- 5.2 Written copies of UN Women's responses to such inquiries (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.
- 5.3 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, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.
- 6.2 In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UN Women may, at its discretion, extend the deadline for the submission of proposal.

## **7. Language of Proposals**

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

## **8. Submission of Proposals**

- 8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (**Annex B2**) 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, UN Women 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: [eco.cfp.submissions@unwomen.org](mailto:eco.cfp.submissions@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 UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time will 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 UN Women inbox. UN Women shall not be responsible for any delays caused by network problems, etc. It is the sole

responsibility of proponents to ensure that their proposal is received by UN Women in the dedicated inbox on or before the prescribed CFP deadline.

- 8.4 **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, will be rejected.

## 9. Clarification of Proposals

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

## 10. Proposal Currencies

- 10.1 All prices shall be quoted in (local currency) **EGP**.
- 10.2 UN Women reserves the right to reject any proposals submitted in a currency other than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (9) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for the purposes of 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 stated in proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal (as stated above).

## 11. Evaluation of Technical and Financial Proposals

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

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 UN Women will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

#### Suggested table for evaluating technical proposal

1	The proposal is compliant with the CFP requirements	15 points
2	The organization's mandate is relevant to the work to be undertaken in the UN Women Terms of Reference ( <b>component 1</b> )	20 points
3	The proposal demonstrates a sound understanding of the requirements of the UN Women Terms of Reference and indicates that the organization has the prerequisite capacity to undertake the work successfully ( <b>components 2, 3, 4 and 5</b> )	35 points
	<b>TOTAL</b>	<b>70 points</b>

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

Financial proposals will be evaluated (using **component 6**) 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 Proposals**

- 12.1 Proponents are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at the proponent's own risk and may result in rejection of the proponent's proposal.
- 12.2 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 the proponent understands and confirms acceptance of UN Women's 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 one will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services will be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponents may use the services of sub-contractors or sub-partners to partially perform the work except if the proponent is providing grant-making work. The proponent's Technical Proposal shall indicate clearly if the proponent is intending to use sub-contractors or sub-partners and their names. If it is not possible to include the names of sub-partners and sub-contractors in the proposal, the names must be submitted to UN Women as soon as possible.
- 12.7 The proponent's proposal shall state the following and include all of the following labelled annexes:

**CFP submission** (on or before proposal due date):

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

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

Part of proposal	<b>Annex B-1</b> Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects
Part of proposal	<b>Annex B-2</b> Template for Proposal Submission
Part of proposal	<b>Annex B-3</b> Format of Resume for Proposed Personnel
Part of proposal	<b>Annex B-4</b> Capacity Assessment Minimum Documents

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

### **13 Format and Signing of Proposals**

- 13.1 The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.
- 13.2 A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.

### **14 Award**

- 14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UN Women reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions of the agreement and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UN Women will promptly notify the unsuccessful proponents.
- 14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.
- 14.3 The award will be for an agreement with an original term of **[12 months]** with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

**Annex B-2**  
**Template for Proposal Submission**

**Call For Proposals**  
**Description of Services**  
**CFP No. 02-2023**

**Mandatory Requirements/Pre-Qualification Criteria**

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission.

<b>Proponent's Eligibility Confirmation and Information</b>	<b>Proponent's Response</b>
1 What year was the organization established?	
2 In what province/state/country has the organization been established?	
3 Has the 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 the organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes/No
5 Has the organization or any of its employees and personnel ever been: a. suspended or debarred by any government, a UN agency or other international organization; b. placed on any relevant sanctions list including the - <a href="https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list">https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list</a> , United Nations Global Market Place Vendor ineligibility or any other Donor Sanction List; and/or c. 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 Question 8 of the Mandatory Requirements/Pre-Qualification Criteria above and is grounds for immediate rejection.)	Confirm Yes/No
6 It is UN Women policy to require that proponents and their sub-contractors and sub-partners observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a proponent, a sub-contractor or a sub-partner to influence the selection process or contract execution for undue advantage is improper. The proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy ( <b>Annex B-6</b> ). The proponent must also confirm that the proponent and its sub-contractors and sub-partners have not engaged in any conduct contrary to that policy including in competing for this CFP.	Confirm Yes/No
7 Officials not to benefit: The proponent must confirm that no official of UN Women has received or will be offered any direct or indirect benefit arising from this CFP or any resulting contracts by the proponent or its sub-contractors or its sub-partners.	Confirm Yes/No

Proponent's Eligibility Confirmation and Information	Proponent's Response
8 The proponent must 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 UN Women.	Confirm Yes/No
9 The proponent must confirm that the proponent, its sub-partners or sub-contractors have not been associated, or 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 UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women personnel or their immediate family are an owner, officer, partner or board member or in which the personnel or their immediate family has a financial interest in the organization. The proponent must confirm that no UN Women personnel or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent, or its sub-partners or its sub-contractors.	Confirm Yes/No

**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 proponent has the capacity and commitment to implement the proposed activities and produce results successfully. Key elements to be covered in this section include:

1. the nature of the proponent – whether it is a community-based organization, national or sub-national NGO, research or training institution, etc.;
2. the overall mission, purpose, and core programmes/services of the organization;
3. the organization's target population groups (women, indigenous peoples, youth, etc.);
4. the organizational approach (philosophy) - how the organization delivers its projects (e.g., gender-sensitive, rights-based, etc.);
5. the organization's length of existence and relevant experience;
6. an overview of the organization's capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management);
7. details of the following relating to prevention of SEA:
  - a. describe what measures are in place to prevent SEA;
  - b. describe reporting and monitoring mechanisms and procedures;
  - c. describe what capacity exists to investigate SEA allegations;
  - d. describe past allegations of SEA, if any, and how they were handled, including the outcome;
  - e. describe what SEA training the people (employees or otherwise) who will perform the services have completed; and
  - f. describe what reference and background checks have been done for employees and associated personnel.
8. details relating to grant-making work, if applicable:
  - a. describe the proponent's institutional capacity to manage grants, including appropriate grant award management, system/framework for undertaking grant proposal evaluation, due diligence and, appropriate governance and risk management (including composition and terms of reference of the independent designated steering committee or grant selection committee);

- b. describe relevant history in managing resources through grant awards;
- c. describe the proponent's grant portfolio;
- d. describe relevant history in working with small organizations including experience in providing technical assistance;
- e. describe the proponent's programmatic capacity, including monitoring and evaluation capacity; and
- f. describe the proponent's capacity to assess and manage risks.

### **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 Terms of Reference. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the UN Women Terms of Reference.
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 proponent and UN Women.

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

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

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

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

This section should also include the details of all proposed sub-contracting and sub-partnering.

### **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 all required milestone reports and monitoring reviews in the Implementation Plan.

## 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 and 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; and
- 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, risk of sub-contactors or sub-partners not performing). Describe how such risks are to be mitigated.

In this section also include the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, the assumption that the relevant government's environmental policy will remain stable) which are anticipated in planning the activity, and on which the feasibility of the activities depend.

Please attach a risk register to capture the above risk factors and risk mitigation measures.

## 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 of activities. 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 they would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly the cost of monitoring and evaluation.
- The budget could include “support costs”, being those indirect costs that are incurred to operate the Responsible Party 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 Responsible Party 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.
- Depending on the results to be delivered, following suggestive thresholds could be followed for costs:
  - maximum for personnel related costs on a proposal - 20% of programming costs;
  - between 3-5% for audits (to be retained by UN Women for Responsible Party audits) (may change as per the annual audit cost);
  - 3% for monitoring and evaluation; and
  - up to 8% (or as per relevant donor agreement) – support costs including (utilities, rent etc.).

<b>Result 1 (e.g., Output) Repeat this table for each result<sup>11</sup>.</b>					
<b>Expenditure Category</b>	<b>Year 1 [Local currency]</b>	<b>Year 2 (Local currency), If applicable</b>	<b>Total [local currency]</b>	<b>Total (US\$)</b>	<b>Percentage Total</b>
1. Personnel					
2. Equipment/Materials					
3. Training/Seminars/Travel Workshops					
4. Contracts					
5. Other costs <sup>12</sup>					
6. Incidentals					
7. Other support					

<sup>11</sup> If the budget is for grant-making activities, add a field for grants. For grant-making, (i) only up to 50% of the Partner proposal amount may be used to fund grants, (ii) not more than 25% of the Partner Agreement value can be issued per individual grant.

<sup>12</sup> “Other costs” refers to any other costs that is not listed in the results-based budget. Please specify what they are in the footnote.

requested					
8. Support costs (not to exceed 8% or the relevant donor percentage)					
<b>Total Cost for Result 1</b>					

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

I, by signing this proposal, commit to be bound by this 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 template Partner Agreement.

\_\_\_\_\_  
(Signature)

(Seal)

(Printed Name and Title)  
(Date)

**Annex B-3**  
**Format of Resume for Proposed Personnel**

**Call For Proposals**  
**Description of Services**  
**CFP No. 02-2023**

Name of personnel: \_\_\_\_\_

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

Years with CSO: \_\_\_\_\_ Nationality: \_\_\_\_\_

**Education/Qualifications:**

*Summarize college/university and other specialized education of personnel 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:*

- *For all positions held by personnel member since graduation: List each position and provide 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 proponents and assessed by the reviewer]**

**Call For Proposals**  
**Description of Services**  
**CFP No. 02-2023**

<b>Document</b>	<b>Mandatory / Optional</b>
<b>Governance, Management and Technical</b>	
Organization's legal registration documentation	Mandatory
Rules of governance of the organization	Mandatory
Organigram of the organization	Mandatory
List of key management at organization	Mandatory
CVs of key personnel of organization who are proposed for the engagement with UN Women	Mandatory
Details of organization's anti-fraud policy framework (which shall be consistent with UN Women's anti-fraud policy)	Mandatory
Details of organization's PSEA policy framework	Optional
Documentation evidencing training offered by organization to its employees and associated personnel on prevention and response to SEA.	Mandatory
Organization's policy and procedure documents in respect to grant-making (if grant-making activities are included in the UN Women Terms of Reference of the CFP)	Mandatory
Organization's policy and procedure for selecting partners (if sub-partner/s are going to be used)	Mandatory
<b>Administration and Finance</b>	
Administrative and financial rules of the organization	Mandatory
Details of the organization's internal control framework	Mandatory
Audited statements of the organization during last 3 years	Mandatory
List of banks with which organizational bank accounts are held	Mandatory
Name of external auditors of organization	Optional
<b>Procurement</b>	
Organization's 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.) used by organization	Mandatory
List of main suppliers/vendors of organization and copies of their contract(s) including evidence of their selection processes	Mandatory
<b>Client Relationship</b>	
List of main clients/donors of organization	Mandatory
Two references for organization	Mandatory
Past reports to clients/donors of organization for last 3 years	Mandatory

**Annex B-5**  
**UN Women template Partner Agreement**



UN Women Partner  
Agreement English.pdf

**Annex B-6**  
**UN Women Anti-Fraud Policy**



Anti-Fraud Policy.pdf