

Annex A
Call for Proposal (CfP) for End line Evaluation of
“Safe Cities Free of Violence against Women and Girls” in
Greater Cairo and Giza
Implementing Partners
(For Civil Society Organizations- CSOs)

Section 1

CFP No. **(05 /EGY/2020)**

a. CFP letter for Implementing Partners

UNWOMEN plans to engage an (Implementing Partner) as defined in accordance with these documents. UN WOMEN 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 eco.cfp.submissions@unwomen.org not later than (time) **12:00 PM on August, 27th, 2020**.

According to UN Women rules, the budget should be presented in accordance with the following budget categories:

- **Indirect costs** defined as costs indirectly linked to the delivery of project results and are recovered through the cost recovery rate, **cannot exceed 8 per cent of total project costs**.
- **Direct Project Management Costs** defined as personnel costs associated with admin/operations (shared) support to the project such as finance, driver, HR, etc.; equipment and office supplies in direct support of the project; security audit, rental, etc.; ICT costs, M&E costs, etc. **cannot exceed 10 per cent of total project costs**.
- **Direct Project Costs** defined as activities such as trainings, workshops, etc.; personnel costs contributing directly to the project; materials production and distribution; costs of surveys, reviews, etc.

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><u>Section 1</u></p> <p>a. CFP letter for Implementing Partners</p> <p>b. Proposal data sheet for Implementing Partners</p> <p>c. UN Women Terms of Reference</p> <p>Annex A-1 Mandatory requirements/pre-qualification criteria</p> <p><u>Section 2</u></p> <p>a. Instructions to proponents</p> <p>Annex A-2 Technical proposal submission form</p> <p>Annex A-3 Financial proposal submission form</p> <p>Annex A-4 Format of resume for proposed staff</p> <p>Annex A-5 Capacity Assessment minimum Documents</p>	<p>Annex A-1 Mandatory requirements/pre-qualification criteria</p> <p>Annex A-2 Technical proposal submission form</p> <p>Annex A-3 Financial proposal submission form</p> <p>Annex A-4 Format of resume for proposed staff</p> <p>Annex A-5 Capacity Assessment minimum Documents</p>

Interested proponents may obtain further information by contacting this email address: ECO.CFP.inquiries@unwomen.org

b. Proposal data sheet for Implementing Partners

Project:

Safe City and Safe Public Spaces programme

Program official's name: Shatha Al Monthri

Email: eco.cfp.submissions@unwomen.org

Telephone number:

Issue date: August 11th, 2020

Requests for clarifications due:

Date: 17 August 2020

Time: 12:00 p.m.

(via e-mail) ECO.CFP.inquiries@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 19 August 2020

Time: 12:00 p.m.

Proposal due:

Date: 27 August 2020

Time: 12:00 p.m.

Planned award date: August 31 2020

Planned contract start-date / delivery date (on or before): Sep 1st, 2020

c. UN Women Terms of Reference

- **Introduction**

- a. **Background/Context for required services**

UN Women grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts and builds effective partnerships with civil society and other relevant actors.

UN Women Egypt Strategic Plan (2018-2022) focuses on promoting gender equality and women's empowerment in line with the 2014 Egyptian Constitution and relevant international norms and standards. Egypt's 2018-2022 UN Partnership Development Framework (UNPDF) considers that 'dealing with issues of women's social and economic empowerment must be at the forefront of the UN's support in the economic and social arenas. The Egyptian National Women's Strategy (NWS) 2030 focuses on four pillars: (a) women's leadership and political participation; (b) women's economic empowerment; (c) women's social empowerment; and (d) protection of women. 'Changing prevailing cultural norms' and 'legislative change' are included as cross-cutting enablers.

Although Egypt has ratified the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) (1981), with reservations, and despite constitutional equality guarantees, persistent gaps remain between formal equality rights and women's lived realities. Egypt ranks 134/144 on the Global Gender Gap Index, reflecting high levels of gender inequality in the sub-indicators of economic participation and opportunity and political empowerment.

There are also persistent challenges related to discriminatory social norms and violence against women and girls (VAWG) that pose a significant obstacle to inclusive and sustainable development of Egypt and the fulfilment of women's human rights. Women and girls are subjected to different forms of violence, including intimate partner violence, early and forced marriage and female genital mutilation/cutting. Within the community setting, women and girls also face sexual harassment and trafficking.

Although violence in the private domain is now widely recognized as a human rights violation, violence against women and girls, especially the issue of sexual harassment in public spaces remains a largely neglected issue, often tolerated because it's perceived as a 'normal' part of social life, with few laws, policies or programmes in place to effectively prevent and address it.

Marking a breakthrough in gender-responsive urban planning, in October 2019, UN Women in cooperation with the National Council for Women (NCW) and Giza Governorate have inaugurated the Zenin marketplace in Boulaq El Dakroul as the country's first marketplace to be redesigned using an approach that creates a safe and inclusive space for thousands of women customers and vendors. Maintaining the market's safety and regularly monitoring users' needs is another important aspect UN Women and NCW have invested in over the last period. Following meetings with stakeholders from local and national authorities, a monitoring unit was established at the municipal level to manage the market, monitor its security and collect feedback from users. UN Women has supported the vendors to reduce their expenses by collecting their supplies with discounted prices, resulting in a 110% increase in the vendors' income.

About the programme:

In November 2010, UN Women launched the "Safe Cities Free of Violence against Women and Girls" Global Programme in partnership with the Spanish Agency for International Development Cooperation (AECID), UN agencies, leading women's organizations, and over 50 global and local partners including five pilot city programmes: Quito (Ecuador), New Delhi (India), Kigali (Rwanda), Port Moresby (Papua New Guinea) and Cairo (Egypt). It's the first-ever global effort to develop, implement, and evaluate tools, policies, and comprehensive approaches to prevent and respond to sexual harassment and other forms of violence against women and girls in public spaces across different settings. The implementation of the Global Programme in Cairo, in partnership with the NCW, targeted putting the problem of sexual harassment and other forms of violence against women in public spaces at the forefront of the local public policy agenda.

This Programme builds on over 40 years of sustained efforts undertaken by women's organizations, grassroots, and international networks, local governments in cities around the world to create safe inclusive and sustainable cities for women and for all. It was designed with local, regional and global partners in response to the growing concerns about every day experiences of women and girls all over the world, as they experience sexual harassment and other forms of sexual violence in public spaces as they go about their daily routines, whether on city streets, parks, market, pathways to schools, buses and trains or in their own neighbourhoods. Such occurrences infringe upon women and girls' rights and freedoms as equal citizens to enjoy and pursue freely opportunities for autonomous mobility, education, work, recreation, and participation in political life. Despite affecting millions of women and girls, such forms of violence have long been tolerated, and the issue is largely neglected in policy and practice.

As part of the Global initiative, the Cairo Safe City and Safe Public Spaces programme in greater Cairo began programme implementation in 2011, supported by technical guidance and accompaniment by a global team in headquarters, and input provided by and Independent Evaluation Advisory committee, and following a planning phase by the Egypt country team in 2010. It involved multiple national partners that included state, civil society, and research bodies in all of its phases. Cities participating in UN Women's global flagship initiative commit to ensuring that women and girls are socially, economically, and politically empowered in public spaces that are free from sexual harassment and other forms of sexual violence. Programme brief is attached to this CFP.

Geographical scope and time frame: In Cairo and Giza the programme targeted three low-income neighborhoods, namely: *Imbaba, Manshiet Nasser, and Elhagana*, and has been implemented from 2011 until end of 2019, in partnership with the NCW, Giza governorate, Cairo governorate, Care International in Egypt and three local civil society organizations.

The Programme Theory of Change:

If (1) an enabling legislative and policy environment in line with international standards on EVAW, including for ending impunity and other forms of discrimination is in place and translated into action; (2) if favourable social norms, attitudes and behaviours are promoted at community and individual levels to prevent VAW; and (3) if women who experience violence are empowered to use available, accessible & quality essential services & recover from violence; then (4) there will be a substantial reduction in violence against women; because (5) violence is being prevented before it happens or before it re-occurs, and those experiencing violence will be empowered to recover and rebuild their lives with appropriate assistance and support.

The expected impact in the Safe City Sites of Intervention include:

- ✦ A reduction in sexual harassment and other forms of sexual violence (SDG 5.2, SDG 11.7)
- ✦ A reduction of fear and increased feelings of safety of women and girls
- ✦ Increased autonomous mobility of women and girls in accessing and using public spaces

A baseline study was conducted in the three neighborhoods and showed that in *Mansheyat Nasser*, 74% of never married female respondents said they felt unsafe walking on main and side streets, and in public transportation stations because of fear of being sexually harassed. 82% of never-married women respondents in this neighborhood said they have experienced some form of sexual harassment in these public spaces. In *Imbaba* 68% of never-married women respondents and 62% of never married women respondents from In El Haganah said they experienced some form of sexual harassment in these public spaces.

In 2016, a mid term progress review was carried out to monitor the success of the model and the extent to which it was perceived as useful by the target groups in the intervention areas. Some of the key findings of the mid-term study included:

1. Project staff in the three intervention areas have unanimously reported that the project achieved the desired success by 60 to 70 %.
2. Activities related to sports, scenic arts, and display of documentary or pictorial films that address issues of sexual violence against girls in public spaces, were found to have the greatest impact in raising the awareness of young people and parents about sexual harassment and substance abuse; the activities have also contributed to reducing the rates of violence and harassment in the three intervention areas.
3. Psychological-related activities played a significant role in improving relationships among people. Furthermore, the activities allowed participants, especially women, to disclose their inner problems, which helped not only in reducing the traumatic stress to which they are being exposed, but also contributed significantly in decreasing the domestic violence either between spouses, or between a mother and her children as well as her neighbors. (full study will be supplied)
4. Training sessions and group discussions conducted by (SAFE) Society had impacted children to a great and remarkable extent; some expressions like "body-limits" became frequently repeated by the children who were interviewed during the course of the study, very specifically when they were asked about the meaning of children sexual harassment and their knowledge of the way to deal with a perpetrator by "screaming and running away quickly"; "screaming and backing off", "seeking help from reliable person that the child trusts enough to tell him/her what happened" "reporting the perpetrator.

For more information on the baseline and mid-term review, kindly email UN Women Egypt Country Office before 26 August 2020, at ECO.CFP.inquiries@unwomen.org

a. General Overview of services required/results

UN WOMEN Egypt Country Office now seeks to undertake an end line evaluation of the Cairo Safe City and Safe Public Spaces programme for the purpose of:

- Learning and improvement (by UN Women, Key partners and Implementing organisations);
- Accountability (to donors and stakeholders); and
- To provide an evidence base that will inform future work in the area of ensuring safe cities for possible up-scaling.
- Measuring the impact of some of the programme's implemented activities

WHY IS THIS BEING CONDUCTED NOW- This is an end line evaluation of the Programme, and the evaluation is needed for future planning and also for global learning and exchange

Use of evaluation:

PRIMARY USERS- UN Women Egypt CO, HQ based technical team responsible for this programme, National partners and Programme donors.

The results of the end line study target learning purposes and to guide the planning and implementation of future programmes.

UN Women Egypt Country Office will ensure implementation of an effective dissemination strategy of the results of the evaluation to ensure reach to UN Women Staff, sister relevant entities, gender advocates, civil society organizations, and beneficiaries.

The specific evaluation objectives are to:

- Measure the impact of the programme in relation to the strategies, outcomes, outputs and processes which led to that impact, thereby testing the Theory of Change and the validity of the logic model on which the Safe Cities project is based;
- Assess the relevance of the Safe City with Women and Girls' programme and the extent to which the model responded to the needs of the beneficiaries/agents of change primarily, and also supported the needs identified by the government in strategy and implementation focused on ending violence against women and girls ;
- Determine the extent to which the programme was implemented in the most efficient manner;
- Identify effective strategies, barriers and challenges to progress and propose lessons learned and recommendations for improvement and opportunities to explore for sustainability, future programming and its scale up;
- Assess the extent to which the programme implemented a human rights and gender responsive approach in the design and implementation.
- Document lessons learned, best practices, success stories reaching differently positioned women and girls, as well as possible weaknesses and challenges to inform future work of UN Women in programming on ending violence against women in cities, and beyond and to inform scale up models and ensure evidence-based programming.

Evaluation Criteria and questions:

In alignment with the Global Programme Impact Evaluation strategy, the evaluation needs to address the criteria of **Relevance, effectiveness, efficiency, inclusiveness, sustainability, and impact** and answer the following suggested evaluation questions:

• Relevance:

A) How does the programme intervention logic and design match with the complexity of national structures, systems and decision-making processes?

C) What capacities, skills, programme strategies and interventions should UN Women prioritize and further develop to bring greater coherence and relevance to its interventions to create safe inclusive and sustainable cities for women and for all.?

• Inclusiveness

A) Is the programme design based on quality analysis, including gender and human rights-based analysis, risk assessments, socio-cultural and political analysis and conflict assessments?

•Effectiveness:

A) What has been the progress made towards achievement of the expected outcomes and expected results? What are the results achieved?

B) What are the reasons for the achievement or non-achievement of the programme results?

C) To what extent have capacities of relevant duty-bearers and rights-holders been strengthened?

D) Does the programme have effective monitoring mechanisms in place to measure progress towards results?

E) How adaptably and rapidly did the programme react to changing country context?

•Efficiency:

A) Have resources (financial, human, technical support, etc.) been allocated strategically to achieve the programme outcomes? This should specifically review and capture the technical support provided by the HQ through the global advisory role, seed support and the cross-regional exchanges.

B) Have the outputs been delivered in a timely manner?

C) To what extent are relevant national stakeholders and actors included in the programming and implementation and policy advocacy processes?

•Sustainability:

A) What is the likelihood that the benefits from the programme will be maintained for a reasonably long period of time after the programme phase out? B) How effectively has programme been able to contribute to the generation of national ownership of the results achieved, the establishment of effective partnerships and the development of national capacities? C) To what extent has the programme been able to promote replication of successful programmes?

• Impact:

A) Where appropriate, what is the impact of some of the programme activities implemented for over two years?

- B) To what extent was gender equality and women's empowerment advanced as a result of the interventions?
 C) What were the unintended effects, if any, of the intervention?

At the inception stage of the evaluation the evaluation team will suggest modification or addition of relevant questions based on the stakeholder's consultation, preliminary desk review and evaluability assessment.

Scope and limitation of the evaluation

This is an end term evaluation and will cover the period from 2010 to 2019, focusing on Giza and Cairo governorates, and specifically three intervention areas: Ezbet El Hagganah, Manshyet Nasser and Imbaba.

Given that this is a multi-sectoral programme implemented over time including a wide range of interventions (some which have been completed, others are still ongoing), the evaluation will be able to capture impact in some areas, and include disclaimers for other interventions which are still ongoing and for which capture of impact would not yet be possible.

The access issues due to COVID 19 may present some pertinent limitations to the evaluation design and data collection.

Evaluation Approach, Design and Methodology:

The frame of reference for all evaluations at UN Women is the UN Women Evaluation Policy and corresponding Evaluation Handbook, the UNEG Guidance on Integrating Human Rights and Gender Equality in Evaluation and requirements of the UN-SWAP Evaluation Performance Indicator.

- UN Women Evaluation Policy, 2012; <http://undocs.org/en/UNW/2012/12>
- UN Women Evaluation Handbook: How to manage gender-responsive evaluation; 2015; <http://genderevaluation.unwomen.org/en/evaluation-handbook>
- UNEG Guidance: Integrating Human Rights and Gender Equality in evaluation, 2014; <http://www.unevaluation.org/document/detail/1616>
- [UNEG, "Norms and Standards for evaluation", 2016, <http://www.unevaluation.org/document/detail/1914>
- UNEG, "Ethical guidelines", 2008, available online at: <http://www.unevaluation.org/document/detail/102>
- UN Women GERAAS evaluation quality assessment checklist
- <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/evaluation/evaluation-geraasmethodology-en.pdf>

The intent is to employ a theory-based impact evaluation design that applies a human rights and gender-responsive evaluation approach, utilizing mixed-methods that combine **quantitative and qualitative data collection methods**, and analytical approaches to capture the complexity of gender relations and power dynamics and ensure participatory and inclusive processes that are culturally appropriate. This evaluation will take into consideration the Global Impact Evaluation Strategy¹ for the Global Programme on Safe Cities in order to ensure consistent approaches and feed into a possible global evaluation.

This evaluation is designed to explore and test innovative approaches that are human rights based and gender responsive, ensuring a utilization focus. Therefore, UN WOMEN Egypt Country Office seeks proposals that provide innovative ideas on how to combine evidence based approaches that aim to test both the theory of change and, to the extent possible, assess the causal attribution of the Programme to the intended outcomes and impacts and any unintended effects. Some suggested potential approaches could include, approaches to evaluate impact of social innovations² such as adapted version of Development Evaluation that applies a systems approach as well as an adapted version of the Participatory Impact Assessment and Learning Approach (PIALA).³

¹ UN Women conducted an impact evaluation for the Port Moresby programme- <https://gate.unwomen.org/Evaluation/Details?evaluationId=11437>

² Evaluating Social Innovations- <https://www.evaluationinnovation.org/wp-content/uploads/2012/08/EvaluatingSocialInnovation.pdf>

³ developed by IFAD and based on theory-based (in particular, realist) and transformative (including rights-based) traditions

The evaluation proposal should include data collection methods that are **participatory** while at the same time ensure strict adherence to ethical guidelines on protecting victims of violence⁴.

The data collection will include primary and secondary data collection and should include **document review, household surveys, focus group discussions, key informant on-site interviews, observations, and other more innovative forms of enquiry**.

There could be some accessibility related issues due to COVID 19 and therefore the bidders are requested to propose two scenarios in their proposal:

- A) With the ability to travel to the concerned evaluation areas, while ensuring the safety of partners, beneficiaries, and staff involved
- B) Present innovative approaches to undertake the evaluation remotely or adapt to the new challenges without being able to travel to the concerned evaluation area

The two scenarios need to be specifically and separately presented in the financial proposal.

UN Women IEAS has developed a pocket tool to guide evaluation and research during the COVID 19 Pandemic. The evaluators are encouraged to refer to the guidance- (<https://www.unwomen.org/en/digital-library/publications/2020/05/pocket-tool-for-managing-evaluation-during-the-covid-19-pandemic>)

Evaluation proposal should include the following:

- Outline of the evaluation questions, design, assumptions and its limitations, ensuring **participatory methods** for consultation with stakeholder groups, a plan for inclusion of women and individuals and groups who are vulnerable and/or discriminated against.
- Detailed evaluation methodology for the end-line evaluation. How the quantitative and qualitative tools will be developed and tested including plans to adapt the methodology due to COVID 19 situation and limited ability to travel to the concerned evaluation areas
- Operational arrangements for collecting quantitative data, including a sampling frame (area and population represented, rationale for selection, mechanics of selection, limitations of the sample) and specify how it will address the diversity of stakeholders in the intervention; Assumptions made in sampling and research design should also be clearly reflected; how the research team will be trained for data collection
- Measures to ensure quality, reliability and validity of data collection tools and methods and their responsiveness to gender equality and human rights; (for example, the limitations of the sample representativeness) should be stated clearly and the data should be triangulated (cross-checked against other sources) to help ensure robust results
- How quantitative and qualitative data will be protected, stored, coded and analyzed and made available to UN Women
- Protocols that will ensure the work is conducted ethically and in accordance with WHO guidelines (<https://apps.who.int/iris/bitstream/handle/10665/251759/9789241510189-eng.pdf;jsessionid=154035A6C3207D97BFCA4A0DB36C32D4?sequence=1>) on research into violence against women. Plan should include how protection of subjects and respect for confidentiality will be guaranteed
- Risks and how these will be mitigated and managed
- Innovative means for communicating findings and recommendations of the evaluation

In designing and conducting the evaluation, the evaluators will be required to take account of the following:

- The evaluation should have a participative approach that involves local citizens and strengthens the capacity of the local women and women's organisations (the 'agents of change') through their involvement.
- The evaluation shall be sensitive to the nature of the questions around personal experiences of violence and comply with recommended practice on confidentiality, respect for privacy and safety of the respondent.
- The evaluation should be designed so that estimates can be made and conclusions can be drawn with confidence about each individual component.
- Methods, tools and data should be organized, stored and documented in a way that will facilitate assessment of change. At the end of the evaluation, tools and other documents should be available in MS Word file formats and raw data in MS Excel file format.

Stakeholder participation

Gender-responsive evaluation places people at the center of the process. Therefore, it is important to engage with key partners from the planning stage through to the use of evaluation. Stakeholders are not only key informants, but they need to be meaningfully engaged in the process to be able to express their beliefs on an equal footing. These fundamental power dynamics amongst stakeholders must be recognized in the process and ways for engaging meaningful stakeholder participation should be proposed by the evaluation team. The evaluation should be a means for empowering rights holders, in particular, the most vulnerable, to claim their rights. The evaluation proposal should propose ways in which various stakeholders will be engaged, ensuring that the most vulnerable

⁴ Research on VAW Ethical standards: [WHO Guidelines](#)

groups actively participate throughout the evaluation process. Evaluation stakeholders have been identified based on their role in the Safe City Programme.

An Evaluation Reference Group (ERG) will be constituted and will be made up of key partners, including: implementing partner, the main donors; UN Women Government partners (xxx). The Evaluation Reference Group will be involved in reviewing all deliverables to ensure the information is factual; correct interpretation of data; and avoid gaps in information. UN Women will provide the final approval for all the deliverables. The ERG will also be key in disseminating and ensuring use of evaluation findings.

Expected deliverables:

All deliverables will be paid for on satisfactory completion in line with the UN Women Global Evaluation Reports Assessment and Analysis System (GERAAS). It is anticipated that all deliverables will require at least two revisions before final product is approved and paid. UN Women will provide the final approval for all the deliverables. All raw data files, consent forms and relevant documentation must be returned to UN Women before release of final payment. All products developed for this evaluation will remain the property of UN Women. The specific deliverables are:

Inception Report: Including a light evaluability assessment, stakeholder analysis and evaluation matrix, proposed methodology and analysis framework, sampling technique, data collection tools, a plan/protocol for adhering to ethical guidelines, workplan, evaluation responsibilities, logistics and support required for the evaluation.

Preliminary findings presentation and validation workshop with management team and stakeholders: This will be presented for feedback, the recommendations should also be discussed in this workshop.

Interim Report: The draft evaluation report should describe the progress of work to date with key issues/challenges if any. It should include all annexes summarizing the quantitative and qualitative analysis and incorporate feedback from the Evaluation validation workshop; the final agreed upon version of the evaluation report should also include an audit trail of how comments have been integrated into the report, and all final annexes.

Final Evaluation Report: A final report in English including an executive summary and recommendations (maximum of 5 pages), after receiving comments from UN Women Egypt Country Office and UN Women HQ Evaluation Communication Products: Submission of innovative knowledge products that capture the evaluation findings in a clear and concise manner, e.g. video, PPT, brief with infographics, etc, in line with the UN Women branding guidelines.

Evaluation learning session: one learning session to be facilitated to share the findings that should include a presentation to stakeholders/donors/governmental counterparts.

Deliverable	Time frame for submission	Payment Plan
Inception Report	30 Sep 2020	30%
Preliminary findings presentation and validation workshop	30 Nov 2020	
Interim Report	10 December 2020	30%
Final Evaluation Report	20 December 2020	35%
Evaluation learning session	24 December 2020	5%

The final report should not be more than 50 pages (excluding the annexes). Format of the final evaluation report shall include the following chapters:

- Executive Summary (maximum five pages),
- Programme description,
- Evaluation purpose, objective and scope
- Evaluation methodology,
- Findings per each Outcome
- Lessons learnt,
- Overall conclusions
- Recommendations

- Annexes (including interview list, data collection instruments, key documents consulted, Terms of Reference).

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

The activities should commence on the 30th of August 2020 for 4 months of implementation (total number of 100 working days .

The intended evaluation calendar includes:

- Recruitment of evaluation team (completed by 3 Sep 2020)
- Evaluation inception phase (completed by 30 Sep 2020)
- Data collection missions in the field (completed by 10 Nov 2020)
- Data analysis and draft report writing (completed by 20 Nov 2020)
- Validation (completed 30 Nov 2020)
- Submission of final report (completed by 20 December 2020)

Evaluation Management

The evaluation will be managed by the Evaluation Management Group- the evaluation focal person for UN Women Egypt Country Office will be the evaluation Manager under the supervision of the Deputy Country Director UN Women, Egypt CO and in full coordination with the Regional Evaluation Specialist.

UN Women expects the Evaluation team to arrange their own logistics, materials and office space required to conduct this evaluation. These costs should be included in the financial proposal. However, UN Women will provide support in contacting key stakeholders and support in organizing agreed data collection sessions.

UN Women will provide oversight of the evaluation deliverables. An Evaluation Reference Group will be set up to provide input on the evaluation products.

Ethical Code of Conduct:

The evaluation of the project is to be carried out according to the ethical principles and guidelines established by the United Nations Evaluation Group (UNEG Ethical Guidelines) including the following:

- **Anonymity and confidentiality:** The evaluation must respect the rights of individuals who provide information, ensuring their anonymity and confidentiality;
- **Responsibility:** The report must mention any dispute or difference of opinion that may have arisen in connection with the findings and/or recommendations. The team must corroborate all assertions, or disagreement with them noted;
- **Integrity:** The evaluator will be responsible for highlighting issues not specifically mentioned in the TORs, if this is needed to obtain a more complete analysis of the interventions;
- **Independence:** The consultant should ensure his or her independence from the intervention under review, and he or she must not be associated with its management or any element thereof;
- **Incidents:** If problems arise during the fieldwork, or at any other stage of the evaluation, they must be reported immediately to the UN Women Evaluation Manager. If this is not done, the existence of such problems may in no case be used to justify the failure to obtain the results of the evaluation;
- **Validation of information:** The consultant will be responsible for ensuring the accuracy of the information collected while preparing the reports and will be ultimately responsible for the information presented in the evaluation report;
- **Intellectual property:** In handling information sources, the consultant shall respect the intellectual property rights of the institutions and communities that are under review;
- **Delivery of reports:** If delivery of the reports is delayed, or in the event that the quality of the reports delivered is clearly lower than what was agreed, the penalties stipulated in these terms of reference will be applicable.

Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to it, in order to show commitment to adhere to the above ethical principles the selected evaluators will sign the UN Women Evaluation Consultants Agreement Form.

As indicated in the Evaluation Approach, Design and Methodology section, the evaluation should strictly follow the WHO ethical guidelines on conducting research on Violence Against Women.

Competencies:**a. Technical/functional competencies required;**

The selected NGO will be responsible for carrying out the end line evaluation 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 Egypt Country Office team. The selected NGO must present:

- a. Organizational experience and proven track record/credibility on gender and development and evaluation and other areas of expertise relevant to the services required.
- b. At least 10 years in designing and conducting gender-responsive evaluations and impact evaluations, social research, using quantitative and qualitative research methods including document reviews, in-depth interviews, and focus group discussions.
- c. At least 5 years of experience in evaluating programmes focused on sensitive social issues, particularly violence against women and sexual violence.
- d. Relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, private sector, national institutions, and other development actors.
- e. Demonstrated integrity by modeling the UN's values and ethical standards.
- f. Profile reflecting cultural, gender, religion, race, nationality and age sensitivity and adaptability

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

- Overall governance/management structure of the proponent organization

c. Evaluation team composition, skills and experiences

The core evaluation team will be composed of:

- i) Team Leader (evaluation expert);
- ii) Senior Thematic Expert (preferably with evaluation and research experience); and
- iii) 2 Research Assistants

Requirements for each role are as follows:

Position: Team leader

Qualifications: Post graduate degree in a field of relevance for the evaluation (Gender, Sociology, Political Science, Anthropology, or other Social Science degree), and have specific experience in the field of gender-based violence.

Professional Experience: at least 10 years of evaluation experience, with at least 5 years' experience serving as a team leader and preferably with experience leading impact evaluations, conducting evaluations in ending violence against women thematic area and applying human rights and gender-based approaches to evaluation. The team leader must have demonstrated experience implementing both quantitative and qualitative data collection methods and triangulation of data, excellent analytical, communication and writing skills. Must be fluent in English and Arabic. Ideally, should have experience of working in Egypt. Experience conducting an evaluation for the UN will be considered an asset.

Her/his primary responsibilities will include, but not be limited to:

- i) liaising with the UN Women evaluation managers and representing the evaluation team in meetings with stakeholders;
- ii) guiding and managing the team throughout the evaluation phases and ensuring quality control and adherence to ethical guidelines;
- iii) setting out the methodological approach;
- iv) leading the inception mission, including the testing of all tools;
- v) reviewing and consolidating the team members' inputs to the evaluation deliverables;
- vi) delivering the evaluation deliverables in line with the UN Women evaluation quality standards (GERAAS);
- vii) contributing to the report dissemination and communication by participating in webinars and supporting or providing inputs to evaluation communication products.

Position: Senior Thematic Expert

Qualifications and experience: at least 5 years' experience in the field of gender-based violence research or evaluation, preferably in the Arab region; and have specific experience in conducting research with victims of violence, primary data collection, managing complex field data (both quantitative and qualitative) collection activities; applying ethics, human rights and gender based approaches to data collection and analysis. Must have a graduate degree in the social sciences or Public health. Must be fluent in English and Arabic. Must have demonstrated expertise in writing reports in a simple and concise manner.

Primary responsibility is to:

- i. Provide technical inputs towards the design of the evaluation
- ii. Supervise the data collection and analysis process for quality assurance
- iii. Liaise with the team leader and the research assistance for the delivery of quality outputs

Position: Evaluation Research Assistants (2 persons)

Qualifications and experience:

Must have an academic degree in the social sciences or Public health.

Ability to use relevant analytical software to carry out data analysis such as Nvivo, SPSS, SAS, etc

It is estimated that up to three weeks input will be required. Must have fluency in English and Arabic

Primary responsibility will be to support the data collection and data analysis

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

Call for proposal**Description of Services: End Line Evaluation of Safe Cities Programme****CFP No. (05 /EGY/2020)**

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

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least three customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2: Reference #3:
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 ⁵	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7 Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) ⁶ .	Yes/No
1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

⁵ In exceptional circumstances three years of history registration may be accepted and it must be fully justified.

⁶ [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. (05 /EGY/2020)

a. Instructions to proponents (Implementing Partners)

1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner).
- 1.2. UNWOMEN is soliciting proposals from Civil society Organization (CSOs).
- 1.3. A description of the services required is described in CFP **Section 1 - C “Terms of Reference”**.
- 1.4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by 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.
- 1.6. All proposals shall remain valid and open for acceptance for a period of 120 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN ECO.CFP.inquiries@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 A-1** (See point 4 below for further explanation). Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in **Annex A-1**. UN WOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP 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 partners’ references for delivering what is 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.

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

A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on **Section 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.

6. 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 advertised publicly, 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.

7. 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 provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

8. Submission of proposal

8.1. 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. **(05 /EGY/2020)**– (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. **(05 /EGY/2020)** – (name of proponent) - FINANCIAL PROPOSAL

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

8.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in the Technical Proposal submission Form below 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.

9. 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.

10. Proposal currencies

All prices shall be quoted in (Local currency) **Egyptian Pounds (EGP)**

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.

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

1	Proposal is compliant with the call for proposal requirements	15 points
2	The organizations mandate is relevant to the work to be undertaken in the TORs	20 points
3	The proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully	35 points
TOTAL		70 points

Suggested table for evaluating technical proposal:

11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

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

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

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

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

12. Preparation of proposal

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

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

addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.

- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/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	Annex A-1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex A-2 Technical proposal submission form sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-3 Financial proposal submission form sent in a separate email – clearly marked with clear subject line referencing the CFP number!
Part of proposal	Annex A-4 Format of resume for proposed staff
Part of proposal	Annex A-5 Capacity Assessment minimum Documents

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 initialled by the person or persons signing the proposal.

14 Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.

14.3 The award will be for an agreement with an original term of **30 months** with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex A-2 Technical proposal submission form

Call for proposal

Description of Services: End line Evaluation of Safe Cities Programme

CFP No. (05 /EGY/2020)

- 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 (05 /EGY/2020) - (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 (05 /EGY/2020)

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 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.	Confirm Yes _____; No _____
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

Proponent's Eligibility Confirmation and Information	Proponent's Response
	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 ____
11. Confirm proponent has read and understood the Terms and Conditions stated in the UN Women Partner agreement template (Document attached)	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	
Fax 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 term "proponent" refers 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 technical capacity and Governance and management arrangements for the intervention.

Section	Points	Criteria	Proponent's Response
1	15	Proposal is compliant with the Call for Proposal (Cfp) requirements	
2	20	The Organization's mandate is relevant to the work to be undertaken in the TOR <ul style="list-style-type: none"> • Nature of the proposing organization • Overall mission and purpose of the organization • Core programs/service and target population • 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	35	Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully: <ul style="list-style-type: none"> • Organization's approach (how does the organization deliver its projects/programs/services) • Understanding of the TOR, problem statement or challenges to be addressed given the context in the TOR, the specific results expected, the description of the technical approach and activities • Overview of Organization's capacity relevant to the proposed engagement, management arrangements required for services including monitoring and reporting, and if needed, evaluation • Overall governance/management structure of the organization, including gender elements. • Proposed staffing (number and expertise) for the services to be delivered 	
		Provide a minimum of two relevant references of similar successful project	
	70	TOTAL	

Annex A-3
Financial proposal submission form

Call for proposal

Description of Services:

CFP No. (05 /EGY/2020)

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

The entire Price Proposal must be placed in a separate email/attachment

When submitting by email, the email subject line should read:

CFP No (05 /EGY/2020) – (Name of proponent) - Financial proposal

- c. The completed Financial Proposal Submission Form constitutes Proponent’s Financial Proposal and fully responds to call for Proposal
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)
_____ (Name of proponent)	
_____ (Date)	_____ (Address)
_____ (Telephone No.)	_____ (Address)
_____ (Email address)	

Annex A-4
Format of resume for proposed staff

Call for proposal
Description of Services:
CFP No. (05 /EGY/2020)

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 A-5

Capacity Assessment minimum Documents**(to be submitted by potential Implementing Partners and submission assessed by the reviewer)**

Call for proposal
CFP No. (05 /EGY/2020)

Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin ST/SGB/2003/13	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy within six months;	

Administration and Finance

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

Procurement

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

Client Relationship

Document	Mandatory / Optional
List of main clients / donors	Mandatory
Two references	Mandatory
Past reports to clients / donors for last 3 years related/ similar to the current evaluation theme and scope	

