

Annex A

Call for Proposal (CFP) for Implementing Partners (For Civil Society Organizations- CSOs)

Section 1

CFP No. **(03/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 AM on August, 15th, 2020**.

The budget range for this proposal ranges between 11 million EGP and 15 million EGP. 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>Section 1</p> <ul style="list-style-type: none"> a. CFP letter for Implementing Partners b. Proposal data sheet for Implementing Partners c. UN Women Terms of Reference <p>Annex A-1 Mandatory requirements/pre-qualification criteria</p> <p>Section 2</p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex A-2 Technical proposal submission form Annex A-3 Financial proposal submission form Annex A-4 Format of resume for proposed staff Annex A-5 Capacity Assessment minimum Documents</p> | <p>Annex A-1 Mandatory requirements/pre-qualification criteria Annex A-2 Technical proposal submission form Annex A-3 Financial proposal submission form Annex A-4 Format of resume for proposed staff 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: Women's Financial and Economic Inclusion in Rural Egypt: COVID-19 Response in Assiut and Sohag

Program official's name: Engy Amin

Proposals to be submitted to Email:
eco.cfp.submissions@unwomen.org

Telephone number:

Issue date: July 2nd, 2020

Requests for clarifications due:

Date: 12 July 2020

Time: 12:00 p.m.

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

UNWOMEN clarifications to proponents due: [if applicable]

Date: 16 July 2020

Time: 12:00 p.m.

Proposal due:

Date: 15 August 2020

Time: 12:00 p.m.

Planned award date: September 15th, 2020

**Planned contract start-date / delivery date (on or before):
September 15th, 2020**

c. UN Women Terms of Reference

- Introduction

- a. Background/Context for required services/results

UN Women grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates 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.

Financial inclusion has been identified as a valuable tool in fostering women's economic empowerment, increasing their capacity to face risk and unexpected expenses, and participate in the sustainable economic growth. Financial inclusion relates to people (especially low income), households' and MSMEs' access to a full range of useful and affordable quality financial products and services that meet their needs – such as accounts, savings, payments and transfers, credit, and insurance and others - in a responsible and sustainable manner, within a legal and regulatory environment conducive to their development, by a range of formal service providers.

Financial inclusion is specifically important for women and girls in the sense that it can increase their empowerment and improve gender equality in a number of ways. Firstly, by having access to resources and tools, women's bargaining power within households will increase and in turn upsurge their influence and ability of decision making. Secondly, financial inclusion can support women sustain their own income, control assets outside the household and have a contribution to productive activities. Thirdly, financial inclusion can reduce women's vulnerability and dependency on male family members by having access to financial opportunities to smooth consumption or meet unexpected expenses. Furthermore, women who are financially excluded lack access to basic financial services, which in turn has an impact on their access to household expenditures (for food, health, education, etc.) and expenditures for business.

The current environment in Egypt holds huge potential for women's financial inclusion. Egypt's National Women's Empowerment Strategy 2030 and its accompanying pillar on Women's Economic Empowerment list women's access to economic resources through increased access to financial services as an important objective. The CBE co-hosted the 9th Global Policy Forum of the Alliance for Financial Inclusion (AFI), held in September 2017. In his opening speech President H.E. Abdel Fattah El Sisi emphasised the high-level political commitment for financial inclusion in the country, especially for women. Financial inclusion has moved to the top of the development policy agenda and gained a great deal of traction, and the President's speech illustrated a clear link between financial inclusion and the crucial need to improve the quality of the lives, and financial inclusion should "not only improve lives but also become part of an engine of economic growth and sustainable development". Linking financial inclusion with sustainable development resonates well with the emerging thinking on the subject (FIMENA, 2017).

Strong political will for regulatory reform is already evident, particularly with the approval of the Microfinance Law (No. 141 of 2014) that strengthens regulations for microcredit provided by the non-bank financial institutions. In 2016, the CBE also approved 'Mobile Payment Services Regulations', allowing customers to transfer funds and remittances via their mobile accounts. Political commitment is further demonstrated by the establishment of the 'National Payments Council', headed by President El Sisi, in February 2017, which supports electronic payment systems. In addition, the Supreme Council for Digital Transformation, headed by the Prime Minister, was established in 2019 with the aim of creating an enabling infrastructure for all forms of digital transformation. The Egyptian Cabinet has also approved a new banking draft law that facilitates FI activities with one chapter dedicated to payment systems and services and financial technology, with the introduction of rules, policies and mechanisms to transform into a society less dependent on banknotes which would enhance financial inclusion with a focus on low-income groups, youth, and women in small and medium enterprises. It would also work to integrate the informal economy into the formal economy. Furthermore, a national payment under the brand name, Meeza, was introduced to avail an affordable means of transaction to enable individuals and businesses to proceed with their financial transaction. And, in 2019, the CBE established a fund (EGP 1 billion) to invest in FinTech in Egyptian startups and encourage a culture of innovation and entrepreneurship.

These efforts have been internationally recognised, and in July 2017, Egypt was chosen as a model in the new World Bank Financial Inclusion Global Initiative. In September 2017, the Central Bank of Egypt and the **National Council for Women signed a Memorandum of Understanding to work together to foster women's financial inclusion in Egypt, with SGs expansion as one of the key objectives of the MOU.** These developments pave the way for programs to create financial inclusion of all in Egypt, especially the rural women.

Although Egypt has made a huge leap in financial inclusion, most Egyptian women, especially rural women, do not use formal financial services and the majority of adults in the poorest communities do not deal with banks. Overall, Egypt has made massive stride to almost double the number of people with accounts in formal institutions, but the overall penetration is still relatively low (32.8%). Rural accounts outreach is lower (29% against 33% nationally). While the rate of formal account penetration among women has more than tripled between 2011 and 2017 (from 7% to 27%), it is still less than the rate among men (39% in 2017), and the gender gap has kept increasing (from 6 percentage points in 2011 to 12 in 2017).

Women who are financially excluded lack access to basic financial services, which in turn has an impact on their access to household expenditures (for food, health, education, etc.) and expenditures for business. Many therefore, depend on informal sources of finance, generally at unfairly high interest rates. It is in this context that financial inclusion initiatives aimed at women and managed by women assume greater importance.

What are Savings Groups (SGs)?

SGs were first introduced in Egypt in 2009 through the Banking of Change programme. In 2013, UN Women in collaboration with the National Council for Women and CARE INGO implemented a 5-year EU-funded project entitled “Securing Rights and Improving Livelihoods of Women” (SRILW) that established more than 1,000 SGs in rural areas across Egypt, including Assiut, Minya and Beni Suef, reaching nearly 19,000 members (92% of which were women). From 2014-2017, UN Women SGs members’ weekly savings increased three to four times, on average saving more than 4.5 million EGP, however, those amounts are outside of the formal financial sector.

SGs are highly decentralized, non-institutional savings-led approach to microfinance. SGs have evolved specific approaches whereby members provide their own savings and credit services at low cost, while retaining earnings and capital in their own communities. They are simple, transparent, and autonomous. They are normally comprised of 15-25 individuals, often neighbours in the same village, who express interest (group members decide who can join). Members meet weekly and deposit a small amount into a savings box (or through mobile wallet). In each SG, three women keep a key to the box (all three must be turned simultaneously to open the box). A record-keeper notes weekly contributions and the share from each member. A typical savings cycle lasts 10 months and members are repaid according to their shares. During that cycle, the SG can give out small loans to members for business activities. The loan repayment schedule and interest are determined by the group, and all disputes are handled internally. Income generated from interest payments is added to the savings box and distributed according to shares. A small portion of the total savings are diverted to a “solidarity fund” which can be used to help members in extraordinary circumstances (the decision on who should receive such funds is made through a vote).

b. General Overview of services required/results

Based on the lessons learned from previous SGs programmes and applying best practices from global experiences, UN Women is embarking on a **programme on “Women’s Financial and Economic Inclusion in Rural Egypt”**, to be implemented under the umbrella of the MOU signed between the NCW and CBE to advance women’s financial inclusion in Egypt. The said programme will support the evidence around the SGs model in Egypt for financial and economic inclusion.

The overall goal of the programme is to **utilise the SGs approach to mobilise vulnerable rural women for deeper and wider financial inclusion**, a group that continues to be unreached by banks and microfinance institutions alike. SGs will support **poor and vulnerable groups to shift from informal to formal financial system** and empower them through increased access to financial savings and the safe custody of funds, financial literacy awareness and opportunities for access to formal credit. The mutual support that members will provide to each other will also help them gain confidence to participate in local markets as well as value chains. SGs will also provide a space for addressing discriminatory cultural norms and to act as a catalyst for enhanced social capital and women’s leadership in the household and community levels.

Specifically, the programme will focus on **creating and expanding SGs in the governorates of Assiut and Sohag** to create a wider base for women’s financial inclusion. It will support women’s financial and economic empowerment through:

- provision of financial literacy awareness, including through testing use of gamification;
- facilitating women’s access to savings and loans out of the accumulated savings of the group;
- ability to use those savings and/or loans to invest in their wellbeing and/or that of their children (health and education) and/or to start and expand a business. SGs can also serve as a steppingstone for women to access larger credit from responsible microfinance institutions;
- capacity development for women members of SGs on business development and technical skills to start income-generating projects in areas that are based on the governorates competitive advantage and support the women-led clusters/SGs to be integrated into higher value chains.

Programme Outcomes and Outputs:

For the purpose of this call for proposal, UN Women seeks collaboration with NGOs partners to deliver on the below **indicative activities** that include but are not limited to the following:

Overall objective and expected impact:

Outcome: Rural women are socially and economically empowered through their participation in Savings Groups across Egypt to access basic financial services and build their financial and economic capabilities

Output: Saving Groups (SGs) capacities are scaled-up through digital and non-digital means.

The primary objective of this output will be to **expand SG outreach in the Governorates of Assiut and Sohag to reach 60,000 women and girls**. UN Women will implement this output in **partnership with the NCW and the selected NGO**.

It will focus on the formation and training of SGs through **building a cadre of qualified community-based trainers able to form and train SGs and provide ongoing support** (e.g. ensure that SGs members understand and follow rules, assist SGs members with some calculations such as figuring out their share-out or help resolve disputes), based on a **structured training process** that is continuously refined to incorporate cutting-edge knowledge and lessons learned.

The selected NGO will conduct Training of Trainers (TOT) to the cadre of trainers who will be **selected from among rural women leaders (around 800), based on criteria developed in consultation with the NCW, to ensure SGs sustainability**. This approach will ensure expansion of SGs to facilitate participation of 60,000 women members over the programme period.

UN Women will sign an agreement with the selected NGO to develop and oversee the provision of TOT. In addition, UN Women will review the training material on SGs to ensure that it meets quality standards based on international good practices in this field, identify gaps in the existing training material and provide support in either developing new training content or coordinating with other national stakeholders to build on existing material.

SGs are not only conduits for women's financial and economic inclusion, but they can serve as a powerful way to build social capital through a community of women who meet regularly and discuss financial, as well as non-financial topics. To this end, **SGs will be leveraged as a platform to discuss and educate on important societal issues** such as preventing violence against women, the abandonment of female genital mutilation, the importance of women's economic empowerment and agency in family financial affairs, etc.

Moreover, to ensure that SGs are digitally registered, **all partners will adopt a standard methodology for SGs under a digital application** that might be tagged under the national programme "*Taa Marbouta*" where information on SGs members are fed into this application through SGs facilitators which would be more effective and cost-efficient for the expansion of SGs programme. Accordingly, rural women leaders and local NGOs will be equipped with mobile phones and access to technology to support with the introduction and registration of the SGs.

Description of required services/results

- **Organize SGs introductory meetings and outreach events** in the respective governorates in coordination with NCW through engaging rural women leaders as well as community/natural leaders through meetings and use of mobile platforms, including social media platforms. The meetings will target SGs stakeholders at the community level to ensure they understand and accept the SGs methodology. The focus of these sessions will be on explaining the mechanisms of the SGs and how it can help the community thrive as an entity. The primary aim of this activity will be to create a positive and supportive ground for the communities to participate in the SGs expansion program. All in-person meetings must comply with physical distancing restrictions as per GoE regulations.
 - Target: 20 meetings per governorate
- **Contribute to the development of a standard training package and tools** on the formation and capacity development of SGs for different target audiences, including community leaders. Training material and pedagogy will follow adult learning principles and will incorporate locally relevant exercises and tools. UN Women will work with the selected NGO to capitalize on the experience and lessons learned from its previous EU-funded project that established Savings Groups in order to refine and update the training package. Trainings will be provided through traditional approach of face-to-face, if the health situation on the ground permits, as well as online, where possible.
 - Target: one training package and training tools on formation and training of SGs is developed in cooperation with UN Women and NCW
- **Scale up the creation and training of SGs in the intervention governorates to reach 60,000 women members over the duration of the project:** the training will follow a cascading training approach whereby a core group from the villages will be trained on the SGs training package and after they are qualified as SGs trainers, they go on to train other groups in the villages (training of trainers) and surrounding areas for a fee. The core group will include rural women leaders, community members

and staff of local NGOs and will be selected based on a clear selection-criteria developed in conjunction with NCW. This approach will ensure the expansion of SGs in a sustainable manner and that SGs continue to run and expand in other areas beyond the duration of the project. The selected INGO(s) will develop and oversee the provision of TOT under the supervision of UN Women and NCW.

- Target: 60 TOT workshops
 - Target: 800 community-based trainers
 - Target: 3,000 SGs established with around 60,000 SGs members
 - Target: 30-50% increase in financial savings of women SGs
- **Enhance the leadership skills of women community leaders** including on skills to enable them to become effective community advocates such as on the effective use of mobile phone and internet to spread awareness, effective organization skills, community mobilization, storytelling, etc.
 - Target: 20 training workshop or meetings targeting 800 women leaders in the two governorates
 - **Purchase supplies for SG such as passbooks, boxes, locks and other supplies** (pens, calculators) to ensure the functionality of the SGs mechanism.
 - Target: all SGs have access to supplies needed to ensure a well-functioning SGs.
 - **Leverage SGs regular meetings to examine discriminatory gender norms** through training community workers on gender inequality issues such as the abandonment of FGM, prevention of early, child and forced marriage, violence against women, etc. to enable them to convey these messages correctly to rural women.
 - Target: 20 training workshop or meetings targeting 800 women leaders in the two governorates

Geographic areas: Assiut and Sohag

Expected deliverables:

- Submit **annual work plans** for the implementation of the proposed activities and the specified targets. The work plan should reflect the expected output, activities and indicators in line with the outcome/ output and of the project, with specific timeframe. The work plan should factor in government approval procedures (if required).
- **Baseline for the project:** Collect data based on agreed upon M&E framework including completing a baseline. Data should be segregated by {area of intervention, profile for participants (age/ education/ literacy level/ social status/ economic activity, etc.)};
- **Quarterly narrative and financial reports:** Submit quality narrative and financial reports in line with UN Women's reporting guidelines. Collect and disseminate human interest stories, success stories, participants' quotes, analysis for pre/post participants' assessment for trainings received; knowledge products produced, high-quality photos, etc.;
- **Production of the following knowledge products:**
Training Kits/Manuals (Financial Literacy, Social Empowerment, etc.), Bi-annual newsletter; 200 high quality photos; 6 videos covering different components of the project; success stories (2 stories per quarter)
- Contribute to the development of **one training package and training tools on the formation and trainings of SGs**. The training package will build on and make use of previous training material that was developed by UN Women through previous projects supporting saving groups; and ensure that trainers use gender sensitive pedagogy methodologies in the delivery of trainings;
- 20 SGs introductory meetings and outreach events per governorate that engage rural women leaders as well as community/natural leaders as well as dissemination of outreach messages on benefits of SGs through mobile and social media platforms, where applicable.
- 60 Training of Trainers workshops to create and train SGs in the two governorates. The ToT workshops target 800 community-based trainers with the objective of including at least 60,000 women members in SGs over the duration of the project following the training approach described above. Trainings should be supported by pre/post assessment reports to measure the skills acquired by participants and identify gaps for further enhancement. Community-based trainers should be identified in coordination with the National Council for Women;
- Form at least 3,000 SGs targeting 60,000 members in Assiut and Sohag and enhance their savings and financial capacity. The SGs will be established following the approach described above (i.e. use of community-based trainers) to ensure sustainability of the SGs beyond the duration of the project.

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| <ul style="list-style-type: none"> • Procure and distribute SGs supplies to SGs • 20 training workshops on leadership skills targeting 800 women community leaders in the two governorates to enable them to become effective community advocates. • 20 training workshop or meetings targeting 800 women leaders in the two governorates on gender inequality issues such as the abandonment of FGM, prevention of early, child and forced marriage, violence against women, etc. to enable the said women to convey these messages correctly and effectively to rural women. |
| <ul style="list-style-type: none"> • Timeframe: Start date and end date for completion of required services/results <p>The activities should commence on the 15th of September 2020 for 30 months of implementation.</p> |
| <p>Competencies:</p> <p>a. Technical/functional competencies required;</p> <p>The selected NGO 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.</p> <ul style="list-style-type: none"> • 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 UN Women, other UN agencies, governments, NGOs, private sector, national institutions, and other development actors. • Previous experience in creating and expanding Saving Groups (SGs) and/or community-based women centric microfinance initiatives. • Previous experience in community development work in the governorates of Assiut and Sohag. • 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 plan. • Soundness of the Monitoring and Evaluation approach and tools. <p>b. Other competencies, which while not required, can be an asset for the performance of services</p> <ul style="list-style-type: none"> • Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation • Overall governance/management structure of the proponent organization |

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

Call for proposal

Description of Services: Support to "Women's Financial, Economic and Social Inclusion in Rural Egypt" in Assiut and Sohag
CFP No. (03/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 ¹ | 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) ² . | 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 |

¹ In exceptional circumstances three years of history registration may be accepted and it must be fully justified.

² [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

FP No. (03/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.
- 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

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. (03/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. (03/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: Support to "Women's Financial, Economic and Social Inclusion in Rural Egypt" in Assiut and Sohag
CFP No. (03/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 (03/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 (03/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: Support to "Women's Financial, Economic and Social Inclusion in Rural Egypt" in Assiut and Sohag
CFP No. (03/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 (03/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.) | |
| _____ | |
| (Email address) | |

Annex A-4
Format of resume for proposed staff

Call for proposal

Description of Services: Support to "Women's Financial, Economic and Social Inclusion in Rural Egypt" in Assiut and Sohag
CFP No. (03/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

Description of Services Support to "Women's Financial, Economic and Social Inclusion in Rural Egypt" in Assiut and Sohag
CFP No. **(03/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 | |

