

**Call for Proposal (CFP) for Responsible Parties  
Civil Society Organisations/Consortium to deliver a set of interventions to support the  
Refugee women and girls’ survivors of GBV and those at-risk to livelihood opportunities,  
required assets, skills**

**Section 1**

CFP No. **UNW-ECA-MDA-CfP2022-002**

**a. CFP letter for Responsible Parties**

UN Women plans to engage Responsible Parties as defined in accordance with these documents. UN Women now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN Women Terms of Reference.

Proposals must be received by UN Women at the address specified not later than 18:00 on **25 November 2022**.

**The total budget available for this call for proposal is of USD 750,000.00**

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><b>Section 1</b></u></p> <ul style="list-style-type: none"> <li>a. CFP letter for Responsible Parties</li> <li>b. Proposal data sheet for Responsible Parties</li> <li>c. UN Women Terms of Reference</li> </ul> <p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria</p> <p><u><b>Section 2</b></u></p> <ul style="list-style-type: none"> <li>a. Instructions to proponents</li> </ul> <p><b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>	<p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria  <b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>

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

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

**Programme/Project: “Promoting Gender-responsive Refugee Responses at the Regional and Country Level”**

**Program official’s name:**  
**Daniela David-Cimpoies, Project manager**  
**Email:** [daniela.david@unwomen.org](mailto:daniela.david@unwomen.org)

**Issue date: 4 November 2022**

<b>Requests for clarifications due:</b>
<b>Date: November 18, 2022 / Time: 18:00</b>
<b>UN Women clarifications to proponents due (via e-mail):</b>
<b>Date: 21 November 2022 / Time: 18:00</b>
<b>Proposal due:</b>
<b>Date: 25 November 2022 / Time: 18:00</b>
<b>Planned award date:</b>
<b>January 10, 2022</b>
<b>Planned contract start-date / delivery date:</b>
<b>January 2023 – September 2023 (9 months)</b>

## c. UN Women Terms of Reference

### Call for Proposal (CFP) for Responsible Parties Civil Society Organisations/Consortium to deliver a set of interventions to support the Refugee women and girls' survivors of GBV and those at-risk

CFP No. UNW-ECA-MDA-CfP2022-002

#### 1. Introduction

In the framework of the [2022 Ukraine Regional Refugee Response Plan](#); UN Women Corporate Humanitarian strategy (2022-2025); the Inter-Agency Standing Committee (IASC) Policy and Accountability Framework for Gender Equality and Empowerment of Women and Girls, the IASC Guidelines for GBV Interventions in a humanitarian setting; UN Women Strategic Note Impact Area 3 on “*Ending Violence Against women and Girls*”, and building on UN Women’s strategic partnership with women-led and women’s rights organizations and long experience in providing multisectoral and gender responsive services to vulnerable groups of women and girls in Moldova, UN Women plans to implement this project in cooperation with civil society partners, the Gender Task force members, government counterparts, UN sister agencies and humanitarian sectors.

Based on preliminary data collection (a series of UN Women [surveys](#)) and meetings that UN Women had with women-led organizations in Moldova, the ongoing crisis is creating and exacerbating gender-specific risks and vulnerabilities and is resulting in higher scale of humanitarian needs among women, girls, men and boys.<sup>1</sup>

Access to food remains as a priority, particularly for refugees living in private accommodation. Women emphasize the need for food security support that fits the nutritional needs of different family members including pregnant and lactating women, women and girls with disabilities, older women and children.

About 23 per cent of refugees (mostly women) reported to be travelling with/ or to have a serious health condition (chronic diseases, disability, wounded). Among those who were in refugee accommodation centers (RACs) and private accommodation, 15 per cent reported having at least one person with a disability and 3 per cent were travelling with a pregnant woman. Refugee and displaced women’s and children’s access to health services and psychosocial support as well remains limited. Access to primary, secondary and tertiary health care services remains a challenge particularly for women refugees with chronic diseases (diabetes, epilepsy etc.) and women cancer patients and survivors.

The vast majority of refugees are women and children due to the Ukrainian authorities ban on men to flee, which increases the risks of gender related protection concerns. Domestic violence is widespread regionally and it is well-known that conflict and displacement are main drivers for increasing the incidence of gender-based violence (GBV), particularly domestic violence and conflict-related sexual violence. It is safe to assume that the already reported incidence of GBV against displaced and refugee women is increasing because of the crisis. Risks of conflict related sexual violence continue to be a concern. Sexual violence as a weapon of war has been already reported inside Ukraine.<sup>2</sup> Months into the crisis, no service providers are performing Clinical Management of Rape (CMR).<sup>3</sup>

Similar to other contexts where there is widespread displacement and an influx of refugees who are in need of immediate humanitarian assistance, some of which has to be provided at RACs and borders, the risks of incidence of sexual exploitation, abuse and harassment (SEAH) remains high.

Although some progress has been recorded over the years, deeply rooted patriarchal social norms and gender stereotypes shape social relations in Moldova. Gender roles are traditional, and women are expected to be primarily caretakers which might place specific traditional and stereotypical exceptions on Ukrainian and third-country nationals (TCNs) women refugees when it comes to their gender roles, unpaid care work and participation in the labour force. This can limit their potential and access to equal opportunities.

---

<sup>1</sup> Definition according to IASC Gender in Humanitarian Action Handbook “refer to women and men of: (a) different ages, understanding that gender roles and responsibilities change across the life cycle; (b) diverse backgrounds, understanding that sexuality, ethnicity, nationality, disability, belief, civil or economic status, norms and cultural and traditional practices etc. can be barriers or enablers, depending on context; and (c) different experiences, understanding that experiences of marginalization are heterogeneous. Marginalization derives from multiple and intersecting factors”.

<sup>2</sup> Insecurity Insight (April 2022). Sexual Violence and the Ukraine Conflict. Available at: [link](#), cited in UN Women and Care, “[Rapid Gender Analysis of Ukraine](#)”, May 2022

<sup>3</sup> Atria Mier & Jara Henar “Rapid Gender Analysis, Moldova, – [Ukrainian crisis]”, ActionAid, April 2022

To address the different multisectoral and sector specific gendered needs and priorities in Moldova, UN Women will provide gender responsive GBV and livelihood services to women and girls most affected by the crisis in partnership with specialized civil society organizations.

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

UN Women aims to ensure that vulnerable refugee women including GBV survivors and those at-risk have strengthened access to protection services, capacities and resources that reflect multisectoral coordination and are gender responsive and survivor-centred in Moldova.

In the framework of the priorities outlined above, UN Women Moldova Country Office welcomes proposals against the following activities, but not limited to:

- Conduct a rapid needs assessment to select the refugee survivors of VAW and GBV, victims of VAW/GBV from national level who will represent the rightsholders/beneficiaries of the multisectoral services component in up to 3-4 districts in Moldova. The assessment should take into consideration type of vulnerability, age, locality and localization of the services addressed to the victims of VAW/GBV etc. The assessment should as well identify the districts where specialized services will be set up/strengthened;
- Support the setup and operationalization /strengthening up to three multipurpose/one stop and anti-violence centers to support women victims of VAW/GBV and their integration in local communities;
- Provide VAW/GBV referral support to up to 200 refugee women survivors of VAW/GBV including victims from national level following referral pathways and guides;
- Provide group and individual legal counselling and referral for up to 3,000 refugee women survivors GBV/VAW and those most at risk (i.e., new widows, women with disabilities, women heads of households, older women, Roma women, HIV/AIDS affected women etc.), including victims of GBV/VAW survivors and those most at risk from national level;
- Provide structured group and individual psychosocial assistance up to 3,000 refugee women and girls GBV/VAW survivors and those most at risk, including victims of GBV/VAW survivors and those most at risk from national level (i.e., female adolescents, new widows, women with disabilities, women heads of households, LGBTQI, and cancer survivors etc.);
- Referral of up to 50 women in need and at-risk for advanced and specialized mental health and psychosocial support service providers in Moldova, in coordination with the Health and Nutrition working group- and support the cost of needed mental health medicines;
- To foster a conducive environment in support of women's rights and protection, up to 750 men and boys from refugees and host communities will participate and engage in dialogues relating to positive gender-equitable attitudes and practices and positive masculinity through HeForShe dialogues;
- Carry out awareness raising activities targeting up to 2500 (2000 female and 500 male) men, women, boys, girls and youth on GBV available services and Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) in the different communities;
- Support up to 10 youth-led and men-led innovative initiatives that combat VAW/GBV in including through the use of social media and digital platforms;
- Build the capacity and knowledge of up to 20 counsellors and practitioner of women's organizations on VAW/GBV identification, case management, referral pathways and reporting;
- Build the capacity of up to 10 women organizations as first responders on gender and PSEAH protocol, with particular focus on survivor assistance.

### **Specific requirements to the proposal:**

- The proponent is highly encouraged and expected to sub-partner with civil society organizations for the delivery of a set of interventions to support the Refugee women and girls' survivors of GBV and those at-risk, therefore a joint application of organizations (consortium) will represent an advantage;

- All individual applicants and lead applicants (in the case of joint proposals) must be legal registered in Moldova as national/local non-governmental and non-profit organizations;
- Individual proponents or joint submission applicants cannot submit more than one proposal;
- The geographical focus should cover different areas in Moldova (at least 3-4 main districts);
- The proposed intervention size and budget request is for USD 750,000.00. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the date of submission of proposal;
- The budget of the proposal shall include communication and visibility actions that shall amount from 10% to 15% of the total budget. The proponent shall follow the [UN Women Branding Guidelines and Identity Standards](#) throughout the implementation process. Examples of communication and visibility actions may be but not limited to: success stories, video spots, informative sessions, online campaigns, awareness campaigns, etc.
- UN Women will sign contracts with and disburse funds to the applicant organizations only. Results based budget should be prepared using zero VAT rate. Partners and sub-contractors will benefit from respective fiscal arrangements upon signature of Partnership Agreement with UN Women Moldova. The proponent shall follow the UN Women Branding Guidelines and Identity Standards throughout the implementation process;

### 3. **Timeframe:**

The timeframe of the project is 9 months within **January 2022 – September 2023**.

### 4. **Competencies:**

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B-1.

Proponents will receive a pass/fail rating on this section. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

#### a. Technical/functional competencies required:

- Demonstrates experience in applying the VAW/GBV Guiding Principles including Safety, Confidentiality, Respect and Non-discrimination;
- Has at least 1 year of administrative experience in managing and implementing projects that focus on VAW/GBV prevention and protection in Moldova;
- Has at least 1 year of experience in implementing multi-sectorial responses to VAW/GBV (including health, psychosocial support, and legal assistance);
- Has experience in applying VAW/GBV referral pathways;
- Has experience in applying survivor-centred approaches;

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

- Has experience in managing large amounts of budgets based on previous similar projects;
- Previous experience managing grants from UN agencies, INGOs or international organizations;
- Experience in providing assistance and support to refugees;

## Annex B-1

### **Mandatory requirements/pre-qualification criteria** **[To be completed by proponents and returned with their proposal]**

#### **Call for proposal**

**Civil Society Organisations/Consortium to deliver a set of interventions to support the Refugee women and girls' survivors of GBV and those at-risk to livelihood opportunities, required assets, skills**

#### **CFP No. UNW-ECA-MDA-CfP2022-002**

Individual proponents and lead applicants 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.

<b>Mandatory requirements/pre-qualification criteria</b>	<b>Proponent's response</b>
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as a non-profit organization – please attach a registration certificate here	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years <sup>4</sup>	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) <sup>5</sup> .	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), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

<sup>4</sup> In exceptional circumstances fewer years of history registration may be accepted if it is fully justified.

<sup>5</sup> [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse"](#) (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

## Section 2

### CFP No. UNW-ECA-MDA-CfP2022-002

#### a. Instructions to proponents (Responsible Parties)

##### 1. Introduction

- 1.1 UN Women invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party.
- 1.2 UN Women is soliciting proposals from Civil Society Organizations (CSOs) registered in Moldova. Women's organizations or entities are highly encouraged to apply.
- 1.3 A description of the services required is described in Cfp Section 1- C "Terms of Reference".
- 1.4 UN Women may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women prior to the deadline prescribed for 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 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN Women may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UN Women, by email at [daniela.david@unwomen.org](mailto:daniela.david@unwomen.org). Proponents must not communicate with any other personnel of UN Women regarding this CFP. **Please mention the number of this call for proposal in the subject of your e-mails UNW-ECA-MDA-CfP2022-002.**
- 1.8 UN Women is not responsible for misplaced e-mails.

##### 2. Cost of proposal

- 2.1 The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the 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

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

- 3.2 All individual applicants and lead applicants must be registered in Moldova as non-profit organizations.

##### 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 selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will 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 of the technical proposals' appraisal, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

## **5. Clarification of CFP documents**

5.1. A prospective proponent requiring any clarification of the CFP documents may notify UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date. Written copies of UN Women response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

5.2. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the UN Women Moldova Website.

## **6. Amendments to CFP documents**

6.1. At any time prior to the deadline for submission of proposals, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

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

## **7. Language of proposal**

7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women, shall be written in English.

7.2. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the 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 as part of the template for proposal submission (Annex B2-3) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document.

8.2. All proposals should be sent by email to the following secure email address: [tender.md@unwomen.org](mailto:tender.md@unwomen.org).

- 1. The email subject must indicate the line the number of this call for proposal : UNW-ECA-MDA-CfP2022-002;**
- 2. Whether the application is from an individual proponent or a joint proposal;**

The email text body should indicate the name and address of the individual proponent/lead applicant. If the emails and email attachments are not marked as instructed, UN Women will assume no responsibility for the misplacement, premature opening or disqualification of the proposals submitted.

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

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

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

## 9. Clarification of proposals

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

## 10. Proposal currencies

10.1 All prices shall be quoted in local currency: Moldovan Lei

10.2 UN Women reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see para (9) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

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

## 11. Evaluation of technical and financial proposal

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

11.1.1 Only individual proponents and lead applicants meeting the mandatory criteria and having submitted all annexes indicated in this section (see para 12.6) will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UN Women will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points. Proposals submitted by partnerships will be awarded the same score for both Streams.

1	Proposal is compliant with the Call for Proposal (CfP) requirements	10 points
2	The Organization(s) mandate is relevant to the work to be undertaken in the TORs ( <b>component 1</b> )	20 points
3	The Proposal demonstrates a sound understanding of the requirements of the TORs and indicates that the organization has the prerequisite capacity to undertake the work successfully ( <b>components 2, 3 and 4</b> )	35 points
4	The Proposal is a joint proposal that clearly mentions roles, responsibilities and importance of the two applicants to achieve the project's objectives.	5 points
	<b>TOTAL</b>	<b>70 points</b>

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

Financial proposals will be evaluated following completion of the technical evaluation. The proposal 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 UN Women 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 UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services 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	<b>Annex B-1</b> Mandatory requirements/pre-qualification criteria
Part of proposal	<b>Annex B-2</b> Template for proposal submission
Part of proposal	<b>Annex B-3</b> Format of resume for proposed staff
Part of proposal	<b>Annex B-4</b> Capacity Assessment minimum Documents

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

**13 Format and signing of proposal**

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

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

**14 Award**

14.1 Award will be made to the responsible and responsive individual proponent/lead applicant with the highest evaluated proposal following negotiation of an acceptable contract. UN Women reserves the right to conduct negotiations regarding the contents of the proposal. The award will be in effect only after acceptance of the terms and conditions and the terms of reference. **The agreement will reflect the name of the individual proponent/lead applicant whose financials were provided in response to this CFP.**

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 10 months. Renewal may be subject to availability of funding and partner(s) performance.

## Annex B-2 Template for proposal submission

### Call for proposal

**Civil Society Organisations/Consortium to deliver a set of interventions to support the Refugee women and girls' survivors of GBV and those at-risk to livelihood opportunities, required assets, skills**

**CFP No. UNW-ECA-MDA-CfP2022-002**

#### **Mandatory requirements/pre-qualification criteria**

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

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

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

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

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

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

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable

changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UN Women.

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

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

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

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

**Component 4: Implementation Plan (max 1.5 pages)**

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

**Implementation Plan**

Project No:		Project Name:	
Name of Proponent Organization/Lead Applicant:  (if foreseen): Name of the co-applicant			
Brief description of Project			
		Project Start and End Dates:	
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result			
List the activities necessary to produce the results Indicate who is responsible for each activity		Duration of Activity in Months (or Quarters)	

Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

**Monitoring and Evaluation Plan** (max. 1 page)

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

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

**Component 5: Risks to Successful Implementation** (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

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

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

- All amounts shall be quoted in New Israeli Shekel (NIS).
- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the

proposal. Other associated costs should be funded from other sources. <sup>[17]</sup><sub>[SEP]</sub>

- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation. <sup>[17]</sup><sub>[SEP]</sub>
- The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
- “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 7%. The flat rate is calculated on the eligible Direct Costs.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for. <sup>[17]</sup><sub>[SEP]</sub>
- The figures contained in the Budget Sheet should agree with those on the proposal header and text. <sup>[17]</sup><sub>[SEP]</sub>

Outcome 1 – The expenditure categories are indicative.			
Expenditure Category	Total [local currency]	US\$	% Total
1. Personnel			
2. Equipment / Materials			
3. Training / Seminars / Travel Workshops			
4. Contracts	..		
5. Other costs			
6. Incidentals			
7. Other support requested	..		
8. Support Cost (not to exceed 7%)			
<b>Total Cost</b>			

I, (Name) \_\_\_\_\_ certify that I am (Position) \_\_\_\_\_  
of (Name of Organization) \_\_\_\_\_; that by signing this Proposal for and on behalf of (Name

of Organization) (if applicable, name of the co-applicant) \_\_\_\_\_, I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

\_\_\_\_\_

(Seal)

(Signature)

(Printed Name and Title)

(Date)

### **Annex B-3**

#### **Format of resume for proposed staff**

##### **Call for proposal**

**Civil Society Organisations/Consortium to deliver a set of interventions to support the Refugee women and girls' survivors of GBV and those at-risk to livelihood opportunities, required assets, skills**

**CFP No UNW-ECA-MDA-CFP2022-002**

Name of Staff: \_\_\_\_\_

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

Years with NGO: \_\_\_\_\_ Nationality: \_\_\_\_\_

**Education/Qualifications:** (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees-professional qualifications obtained).

##### **Employment Record/Experience**

(Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment).

##### **References**

Provide names and addresses for two (2) references.

## Annex B-4

### Capacity Assessment Minimum Documents

**(to be submitted by potential Responsible Parties and submission assessed by the reviewer)**

#### Call for proposal

Civil Society Organisations/Consortium to deliver a set of interventions to support the Refugee women and girls' survivors of GBV and those at-risk to livelihood opportunities, required assets, skills

CFP No. UNW-ECA-MDA-CfP2022-002

#### Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework which is consistent with UN Women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin <a href="#">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

#### 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	Optional

#### 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	Optional

#### Client Relationship

Document	Mandatory / Optional
List of main clients / donors	Mandatory
Two references	Mandatory
Past reports to clients / donors within the last 3 years	Optional