



This project is funded by the European Union

EU-Moldova:  
Stronger Together



This project is co-funded and implemented by UN Women

Strengthened Gender Action  
in Cahul and Ungheni districts

**European Union funded/ Call for Proposal (CFP)  
To strengthen the quality of the services for women survivors of gender-based violence  
in Cahul and Ungheni.**

**Section 1**

**CFP No. UNW-ECA-MDA-CFP-2021-006/ EoI21/02373**

**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 6:00 pm, Moldova time on **October 28, 2021**.

**The budget range for this proposal should fall between a minimum indicative amount of USD 160 000.00. The total budget available for this call for proposal is of up to USD 160000.00.**

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><b><u>Section 1</u></b></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><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria</p> <p><b>Annex B-2</b> Template for proposal submission</p> <p><b>Annex B-3</b> Format of resume for proposed staff</p> <p><b>Annex B-4</b> Capacity Assessment minimum Documents</p>
<p><b><u>Section 2</u></b></p> <ul style="list-style-type: none"> <li>a. Instructions to proponents</li> </ul> <p><b>Annex B-2</b> Template for proposal submission</p> <p><b>Annex B-3</b> Format of resume for proposed staff</p> <p><b>Annex B-4</b> Capacity Assessment minimum Documents</p>	

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

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

**Program/Project:** Strengthened Gender Action in Cahul and Ungheni districts

**Requests for clarifications due:** October 22, 2021, Time: 14:00 pm, Moldova time, via email [polina.panainte@unwomen.org](mailto:polina.panainte@unwomen.org)

**Program official's name:** Polina Panainte

**Email:** [polina.panainte@unwomen.org](mailto:polina.panainte@unwomen.org)

**Issue date:** October 05, 2021

**UNWOMEN clarifications to proponents due:** October 22, 2021; Time: 6 pm, Moldova time

**Proposal due:** October 28, 2021, Time: 6 pm, Moldova time

**Planned award date:** November 20, 2021

**Planned contract start-date:** November 20, 2021

## European Union funded /TERMS OF REFERENCE

### To strengthen the quality of the services for women survivors of gender-based violence in Cahul and Ungheni.

#### 1. INTRODUCTION

##### a) Background

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 center 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.

The work of UN Women in Moldova is guided by its [Country Strategic Note for 2018-2022](#), aligned with [the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#), [the Global Strategic Plan of UN Women for 2018-2021](#), the [National Strategy on Gender Equality for 2017-2021 \(NSGE\)](#), the [National Strategy for prevention and combating violence against women and domestic violence for 2018-2023](#) elaborated in line with the Council of Europe Convention on Preventing and Combating Violence Against Women and Domestic Violence (Istanbul Convention). [UN Women Strategy for Moldova 2018-2022](#) focuses on three main areas: 1) strengthening women's participation in politics and decision making, 2) economic empowerment of women and 3) ending violence against women and girls.

Based on the European Commission Decision ENI/2018/041-302 regarding the Annual Action Programme 2018 in favor of the Republic of Moldova for support for the implementations of the EU-Moldova Association Agreement, UN Women Moldova CO is implementing a three-year project (January 2020 – December 2022) under the name "Strengthened Gender Action in Cahul and Ungheni districts" (hereinafter EVA). The project is implemented in line with and in contribution to the Gender Action Plan II (GAP II) of European Commission "Gender Equality and Women's Empowerment: Transforming the lives of girls and women through external relations 2016-2020", adopted in September 2015.

The project started in January 2020, funded by the European Union, co-founded and implemented by UN Women Moldova Country Office and in partnership with UNICEF. The overall purposes of the EVA is to promote gender equality, women's empowerment through strengthened implementation of gender mainstreaming in local policies and combating gender-based and domestic violence affecting women and children in two focal regions: Ungheni and Cahul.

The principles of gender equality and women empowerment are central to the EVA Project, as women in Moldova continue to face gender inequalities when it comes to the decision making, labor market, the gender pay gap - as the regulatory framework still impedes women to participate in certain occupations and allows for discrimination based on age, disability, marital status, etc.

One of the expected results under the EVA project is that gender equality is promoted and mainstreamed in local policy making and decision-making. The project supports Cahul and Ungheni localities to integrate gender equality in their policies and budgets through training elected and appointed representatives of the LPAs on gender equality and gender mainstreaming and its implications for decisions taken by the LPAs; coaching LPAs to adhere to the principles of the

European Charter for Equality of Women and Men in Local Life; raising the capacities and knowledge on women's rights of local CSOs; raising awareness of local population on gender equality and empowering women to actively participate in local decision-making processes. Another set of expected results under EVA project refers to a greater access to effective survivor - focused multidisciplinary services for the victims of domestic violence, including sexual violence; and violence prevention programmes piloted in local schools and communities. In this sense, UN Women EVA project supports strengthening the capacities of the multidisciplinary teams for an effective protection of women and children's victims of domestic violence, empowering domestic violence survivors, and the usage of innovative tools to raise the capacities of local civil society to change attitudes and behaviors on violence against women and gender-based violence.

The provision of quality psychosocial services represents an essential component of a coordinated multi-sectoral response to gender-based violence. Social services comprise a range of services that are critical in supporting the rights, safety and wellbeing of women and girls experiencing violence including crisis information and help lines, safe accommodation, legal and rights information, and psychosocial support and counseling. The specialized services for GBV victims/survivors might be provided by governmental/public/state institutions (public services); by non-profit/non-governmental or for profit/commercial organizations (private services). The official data reveal that 64,4%<sup>1</sup> of women in Moldova experienced at least one form of violence from husband/partner during their lifetime. Domestic violence against women remains a burning issue for the whole society but also for the specialists who are mandated to identify such cases and offer immediate and adequate assistance and protection.

According to national legislation<sup>2</sup>, the State shall provide several services to support the victims of violence, including victims of sexual violence: legal counselling; psychological counselling; free legal aid assistance; financial compensation.

Despite progress towards the ratification of the Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention), serious concerns remain regarding the ensure effective prevention and combating of violence against women and rehabilitation of victims. Main challenges still persist, including underreporting of violence against women; owing to fear of stigmatization and re-victimization; the limited enforcement of the legislative framework to combat gender-based violence due to insufficient resource allocations; lack of shelters and support services for victims of gender-based violence, including counselling, legal assistance, and rehabilitation programmes, particularly in the rural areas.

According to NGOs, 60 percent of social services are covered by civil society organizations. Victims' contributions to covering attorney's fees exceed by four times the state's contributions. Over 30 percent of the essential services which should be made available to victims of domestic violence either do not exist or are reportedly not effective. The main gaps are in the provision of social assistance for victims of domestic violence; economic empowerment and social housing; mental health and long-term psycho-social support; and access to state-funded legal counselling and representation in court<sup>3</sup>.

According to the Council of Europe minimum standards for support services, there should be one specialist violence against women counselling service in every regional city per 50,000 women. This

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<sup>1</sup> <https://statistica.gov.md/newsview.php?l=ro&idc=168&id=6934>

<sup>2</sup> [Law No. 45 of 01.03.2007 on preventing and combating domestic violence](#); [Law No. 137 of 29.07.2016 on the recovery of victims of crimes](#).

<sup>3</sup> Commissioner for Human Rights of the Council of Europe - DUNJA MIJATOVIĆ- [Report \(CommDH\(2020\)10, Strasbourg, 25 June 2020\) following her visit to the Republic of Moldova from 9 to 13 March 2020](#); [Prevention, Protection and Prosecution of the Gender-Based Violence in EaP countries](#), Report of the findings of Research of Legal Framework on Gender Based Violence and Domestic Violence in the Republic of Moldova, Gender Network of Eastern Partnership Civil Society Forum, Chisinau, 2019.

can include existing specialist violence against women groups such as shelters, rape crisis centers, and women's counselling centers, if they offer long term counselling/group work<sup>4</sup>.

Despite local commitment to prevent and combat GBV in both Cahul and Ungheni districts, most of the women survivors of domestic violence still lack access to services that would protect and support them or that would offer security and assistance in tackling the short- and long-term consequences deriving from diverse types of violence they were subjected to. In both districts there are social and psychological services for different vulnerable groups, but these are very rudimentary when it comes to victims of domestic violence and need to be expanded, adjusted to satisfy the demand for such services and to fulfill the standards Moldova subscribed under.

A recent study on [Assessment of the functionality of multidisciplinary teams in Cahul and Ungheni](#) shows that at the local level the women survivors of domestic violence are not always provided with the necessary services, due to limited number of service providers for VDV at the local level (1 center in Ungheni and 2 in Cahul)<sup>5</sup>. LPAs noted that services provided by existing centers from Ungheni and Cahul, such as social aid, psychological support, legal advice/aid, accommodation, medical care, are most often needed by women survivors of violence but are not always provided due to the insufficient capacity of these centers to assist victims of domestic violence.

UN Women Moldova continuously supports the Government and civil society organizations in strengthening the capacities of service providers in delivering efficient multi sectoral and survivors-focused response and services to victims of violence. Although a lot of positive actions were taken, there is still room for further improvement.

## **b) General Objective**

UN Women intends to engage a national non-governmental organization with extensive experience and knowledge on supporting the development and provision of essential services for victims/survivors of domestic violence as part of multi-disciplinary teams' response for piloting in Cahul and Ungheni district effective social services for survivors of GBV, ensuring a comprehensive mechanism comprising of psychosocial counseling, access to information during the crisis, secure sheltering, legal services. The proposed intervention will build on the provision of the national legal framework taking into account best international standards and local practices for multidisciplinary services for victims of domestic violence (VDV).

## **2. DESCRIPTION OF REQUIRED SERVICES/RESULTS**

UN Women, within EU funded EVA project, will initiate a Partnership Agreement with a non-governmental organization from Moldova to increase the access to coordinated essential multidisciplinary services for VDV in Cahul and Ungheni district through a comprehensive program which consists of mentoring, capacity building, sharing of experiences through study visits and joint co-creation sessions and thematic meetings. The Responsible Party (RP) will guide and support local authorities/civil society organizations in expanding the social services offered to VDV based on the good experience registered in Drochia district/ other districts, in line with the [Essential services package](#).

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<sup>4</sup>Council of Europe, [Combating violence against women: minimum standards for support services](#), p. 38.

<sup>5</sup>The Cahul Maternal Center is a public institution that provides placement services for mother-child and victims of domestic violence with a capacity of 24 beds; and the Health Center for Women "Virginia," a municipal institution.

The Responsible Party will contribute to the fulfilling of the below outputs, with the respect for leaving no one behind approach and for the principles of planned interventions:

1. Develop the working methodology and timeline for Cahul and Ungheni district for enabling local stakeholders in strengthening the quality of the services provided for VDV. This should be based on desk research on the existent mechanisms in Cahul and Ungheni districts for providing assistance to victims of domestic violence and a mapping of the governmental and non-governmental stakeholders interested in taking an active role in expanding the services for VDV.
2. Sub-partner with two (2) local CSOs to develop a tailored intervention package for VDV in Cahul and Ungheni. District authorities will be largely consulted and involved in the process. In result, the new format for services for VDV should be endorsed by district and/or local authorities for piloting.
3. Guidance and mentoring for service providers from Cahul and Ungheni (the sub-partners) for piloting the newly available services of psychosocial counseling, access to information during the crisis, secure sheltering and legal services. The RP will provide guidance and mentorship in the framework of the sub-partnerships with the two local CSOs.

In line with the UN Women Strategic Note, the results under this output will be measured by a number of minimum indicators, **including but not limited to:**

- Improved the access to psychosocial counseling, legal support services, and sheltering provided to VDV in Cahul and Ungheni districts though expanding existent services in up to two (up to 2) locations;
- Increased the capacity of up to two CSOs from Cahul and Ungheni on providing specialist social services to VDV;
- Increase to up to 25% the share of women, from identified cases in Cahul and Ungheni districts, who benefited from specialist services.

### **SPECIFIC REQUIREMENTS TO THE PROPOSAL**

1. The proponent is expected to sub-partner with civil society organizations for the delivery of psychological, legal, and social assistance services to the victims of GBV in Cahul and Ungheni districts.
2. The proposed intervention size and budget request is for up to USD 160,000. 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 also communication and visibility actions. The proponent shall follow the [Communication and Visibility Requirements for EU External Actions](#) and 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.

### **3. TIME FRAME**

The proposals are expected to start on November 20, 2021 and last till December 30, 2022.

### **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.

The following competences are considered an asset in proponents' performance:

- Documented successful track record in the area of work contained in this Terms of Reference;
- Proven in-house expertise and credibility in working towards on prevention and combating gender-based violence against women, as well as delivering results in it;
- Expertise and knowledge in development and providing services for victims/survivors of domestic violence as part of multi-disciplinary teams' response;
- Experience in establishing and nurturing partnerships with central and local public authorities (including governmental social assistance departments), non-governmental organizations, and other stakeholders towards the achieving of set goals;
- Organization has sufficient staff resources and technical expertise to implement the proposed actions;
- Record and evidence of organizational culture of accountability and governance, financial and administrative capacity.

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

**Call for Proposal (CFP)**

**To strengthen the quality of the services for women survivors of gender-based violence  
in Cahul and Ungheni.**

**CFP No. UNW-ECA-MDA-CFP-2021-006/ EoI21/02373**

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 two customer references for which similar service is currently or has been provided by the proponent.	Reference #1:  Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years <sup>6</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>7</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>6</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>7</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-CFP-2021-006/ EoI21/02373

#### 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). **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 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 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, 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, by email at [eva@unwomen.org](mailto:eva@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

##### 2. Cost of proposal

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

##### 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 UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

##### 5. Clarification of CFP documents

- 5.1. A prospective proponent requiring any clarification of the CFP documents may notify 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 2. 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.
- 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 advertised source.

## 6. Amendments to CFP documents

- 6.1. At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.
- 6.2. 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

- 7.1 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.
- 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. 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. The email text body should indicate the name and address of the proponent.

All proposals should be sent by email to the following secure email address: [tender.md@unwomen.org](mailto:tender.md@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.
- 8.3 When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated 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.
- 8.4 **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

- 9.1 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

- 10.1 All prices shall be quoted in national currency – Moldovan lei.
- 10.2 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.
- 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 proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible of 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 (CFP) requirements	15 points
2	The Organization's mandate is relevant to the work to be undertaken in the TORs ( <b>component 1 from Annex B-2</b> )	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 ( <b>components 2, 3 and 4 from Annex B-2</b> )	35 points
TOTAL		70 points

### 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 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 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 maximum **12 months** with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

## Annex B-2 Template for proposal submission

### Call for Proposal (CFP)

**to implement local actions that promote gender equality and women's human rights  
in the framework of the Strengthened gender action in Cahul and Ungheni districts Project**

CFP No. UNW-ECA-MDA-CFP-2021-006/ Eol21/02373

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

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

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

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 UNWOMEN.

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

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

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

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

**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:													
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:

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that 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.
- 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% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- 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 figures contained in the Budget Sheet should agree with those on the proposal header and text.

<b>Result 1 (e.g. Output)</b> Repeat this table for each result.				
<b>Expenditure Category</b>	<b>Year 1, [Local currency]</b>	<b>Total, [local currency]</b>	<b>US\$</b>	<b>% Total</b>
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts		..		
5. Other costs <sup>8</sup>				
6. Incidentals				
7. Other support requested		..		
8. Support Cost (not to exceed 8% or the relevant donor %)				
<b>Total Cost for Result 1</b>				

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

I, by signing this Proposal, commit to be bound by this 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).

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

(Printed Name and Title)

(Date)

<sup>8</sup> “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

**Annex B-3**

**Format of resume for proposed staff**

**Call for Proposal (CFP)**

**To strengthen the quality of the services for women survivors of gender-based violence  
in Cahul and Ungheni CFP No. UNW-ECA-MDA-CFP-2021-006/ EoI21/02373**

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 (CFP)**

**To strengthen the quality of the services for women survivors of gender-based violence**

**in Cahul and Ungheni**

**CFP No. UNW-ECA-MDA-CFP-2021-006/ EoI21/02373**

**Governance, Management and Technical**

<b>Document</b>	<b>Mandatory / Optional</b>
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> Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	Mandatory

**Administration and Finance**

<b>Document</b>	<b>Mandatory / Optional</b>
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**

<b>Document</b>	<b>Mandatory / Optional</b>
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**

<b>Document</b>	<b>Mandatory / Optional</b>
List of main clients / donors	Mandatory
Two references	Mandatory
Past reports to clients / donors for last 3 years	