

**Call for Proposals (CFP)**  
**(For Budget less than \$2500000) for NGOs, Academic Institutions and Registered**  
**Community Based Organisations**

**CFP No. CFP/TUN/2019/1**

**Section 1 – CFP letter**

UNWOMEN plans to engage Responsible Parties (Non-Governmental Organization, Community Based Organizations (CBOs) and Academic Organizations) as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the email address specified below, citing CFP/TUN/2019/1 as the subject line, not later than **12:00 pm on November, 24<sup>th</sup>, 2019**.

This UNWOMEN Call for Proposals consists of four sections and a series of annexes that will be completed by proponents and returned with their proposal:

- CFP section 1: CFP letter (this document)
- CFP section 2: Proposal data sheet
- CFP section 3: Instructions to proponents
- CFP section 4: UNWOMEN Terms of Reference

**CFP forms to be returned (mandatory):**

- Annex B2-1 Proposal/no proposal confirmation form
- Annex B2-2 Mandatory requirements/pre-qualification criteria
- Annex B2-3 Template for proposal submission
- Annex B2-4 Format of resume for proposed team members
- Annex B2-5 Capacity Assessment Document Checklist

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

## Call for Proposal (CFP)

CFP No. CFP/TUN/2019/1

### Section 2: Proposal data sheet

UN Women Tunisia Program Presence Office IMAGES 2019

Program's official name: **Men & women for Gender equality**

Email: [roas.cfp@unwomen.org](mailto:roas.cfp@unwomen.org)

Telephone number: **+21636011680**

Issue date: **October 14<sup>th</sup> 2019**

Requests for clarifications due:

Date: **October 21st, 2019** (via: [roas.cfp@unwomen.org](mailto:roas.cfp@unwomen.org))

Time: **12:00 PM**

Address: **ONU Femmes Tunisie**

**Rue du Lac Windermere - Immeuble Le Prestige – Tour A1**

**Les Berges du Lac I – 1053 Tunis – Tunisie**

**RSVP by 12:00 PM, October 24<sup>th</sup>, 2019 to [roas.cfp@unwomen.org](mailto:roas.cfp@unwomen.org) if your organisation plans to attend the meeting**

UNWOMEN clarifications to organisations due:

Date: **October 28, 2019**

Time: **12:00 PM**

Proposal due:

Date: **November 24<sup>th</sup> 2019**

Time: **12:00 PM**

Planned award date: **December 16<sup>th</sup>, 2019**

Planned contract start date: **December 2<sup>nd</sup>, 2019**

## Call for Proposal (CFP)

CFP No. CFP/TUN/2019/1

### Section 3: Instructions to proponents

#### 1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Responsible Party (Non-Governmental Organization, Community Based Organizations (CBOs) and Academic Organizations).
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.4. 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.
- 1.5. 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.
- 1.6. Effective with the release of this CFP, all communications must be directed only to UNWOMEN Tunisia, by email at [roas.cfp@unwomen.org](mailto:roas.cfp@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

#### 2. Cost of proposal

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

#### 3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2-2. See section 10 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 B2-2. 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. Clarification of CFP documents**

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

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.

#### **5. Amendments to CFP documents**

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

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

#### **6. Language of proposal**

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English or French. 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 or In French. 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.

#### **7. Submission of proposal**

- 7.1. Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2) in one email with **CFP/TUN/2019/1** as the subject line, 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:

[roas.cfp@unwomen.org](mailto:roas.cfp@unwomen.org)

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

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

- 7.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

- 7.4 **Late proposals:** Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

## **8. Clarification of proposals**

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

## **9. Proposal currencies**

All prices shall be quoted in **TND** and **USD**.

UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

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

## **10. Mandatory/pre-qualification criteria**

10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement 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.

10.2 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.

## **11. Evaluation of technical and financial proposal**

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

11.1.1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which maximum possible 100 points may be determined. Technical evaluators who are members of a Committee for Partners' Assessment (CPA) 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.

	Technical description and appropriateness/adequacy of approach	40 points
	Relevance and technical capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>• proposed staffing (number and expertise) for the services to be delivered;</li> <li>• organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required</li> <li>• Relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors</li> </ul>	15 points
	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> <li>• Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation</li> <li>• Overall governance/management structure of the proponent organization</li> </ul>	8 points
	Financial and administrative management capacity: (See Capacity Assessment Checklist)	7 points
	<b>TOTAL</b>	<b>70 points</b>

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

11.2.1 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	Mandatory Requirements/pre-qualification criteria ( <b>Annex B2-2</b> hereto)
Part of proposal	Template for proposal submission ( <b>Annex B2-3</b> )
Part of proposal	Resumes of proposed team members with prescribed information ( <b>Annex B2-4</b> )



Part of proposal	Capacity Assessment Document Checklist ( <b>Annex B2-5</b> )
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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.

**Pre-submission:**

Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal.

Stand-alone document	Proposal/no proposal confirmation form ( <b>Annex B2-1</b> hereto)
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**13 Format and signing of proposal**

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

A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialed 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 agreement. 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 20 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

## Section 4: UN Women Terms of Reference

### Introduction

Since the revolution in 2011, Tunisia is experiencing considerable transformations in all sectors including the normative. In 2014, the amendments introduced to the new constitution, embeds equality among all citizens. However, there are still steps to be taken in order for national laws to be in harmony with what the constitution is calling for. Many discriminatory laws are still effective to date. Even though there are constitutional guarantees for parity, this is not yet reflected in the high-level positions of the government (women hold around 10 percent of the positions). In 2018 Tunisia went through its first municipal elections after the revolution. Notable progress has been made concerning women's access to political leadership positions at the local level with 47 percent of the members elected to the Municipal Councils were women. Furthermore, the National Action Plan aimed at the integration and institutionalization of gender has been adopted. The Organic law to combat violence against woman passed on July 2017, came into force in February 2018. Consequently, we can consider that it is the starting of a new era where victims are encouraged to open up and denounce this violence. The Commission of Individual Freedoms and Equality created by the president on August 13, 2017, delivered its report in 2018. It contains legislative proposals in order to match the national law with the Constitution (2014) in terms of equality and individual freedoms. The economic situation has not increased so far, in the last quarter of 2018, the rate was 2.2 percent and the inflation rate at 7.1 percent penalizing the purchasing power of the population particularly the most vulnerable. The unemployment rate remains stable compared to last year at 15,4 percent with a percentage of 12,5 percent unemployed men and 22,7 percent unemployed women.

On an international level, Tunisia withdrew all the reservations to the CEDAW keeping the general Declaration. The country signed the Protocol to the African Charter on Human and People's rights relative on the rights of women in Africa approved by the organic law n°2018-33 on May 23, 2018. Tunisia adopted the UN Sustainable Development Framework 2015-2021. Moreover, the Government has expressed strong commitment to the Agenda 2030 and its central promise of leaving no one behind, in particular vulnerable women and youth.

In 2015, UN Women Regional Office for the Arab States initiated the programme Men and Women for Gender Equality, funded by the Swedish International Development Cooperation Agency (SIDA). The programme looks at understanding how best to tackle the root causes of gender inequalities and address them through a bottom-up approach. The programme focused on engaging men and boys to achieve gender equality in partnership with women and girls, while also promoting the rights of women. Research and programme implementation during the last four years demonstrate that the region is still in need of: the continuation of effective development approaches to address the root causes of gender equality, the creation of new, innovative ones, and continued support of social movements that tackle inequalities and unfavourable social and gender norms.

It is against this background that Phase II of the programme has been launched which aims to create favourable realities where men and women in the Arab societies will be able to exercise their rights and opportunities equally. Phase II will build on the solid foundation established during Phase I to accelerate transformative change with respect to gender equality and women's right through broader community outreach, and institutional and legal change. The countries of programme implementation – Egypt, Lebanon, Morocco, Palestine – are expanded with two new additions, i.e. Jordan and Tunisia.

The programme will work toward the achievement of three outcomes:

Outcome 1: Communities have more gender-equitable behaviours;  
Outcome 2: Key institutional (academia, faith-based institutions, media, Governments) and networks integrate/promote gender-responsive practices;  
Outcome 3: Laws, policies and strategies promoting gender equality are drafted, revised and/or approved.

The International Men and Gender Equality Survey, Middle East and North Africa (IMAGES MENA), is a ground-breaking collaboration between SIDA, UN Women, Promundo and local research partners to understand how men are responding to gender equality and how men can be engaged in empowering women. Consisting of a household survey and companion qualitative research, IMAGES MENA has been conducted with more than 12,000 men and women in five countries across the Arab region (Egypt, Lebanon, Kuwait, Morocco and Palestine). In collaboration with Promundo, UN Women plans to implement IMAGES MENA in Tunisia.

IMAGES MENA is itself a regional adaptation of the International Men and Gender Equality Survey (IMAGES) created by Promundo and the International Center for Research on Women (ICRW). IMAGES is one of the most comprehensive household studies ever carried out on men's attitude and practices along with women's opinions and reports of their own experiences. Since its inception in 2008, IMAGES household surveys have been conducted in 26 countries with more than 30,000 men and 18,000 women aged 18 to 59. Results have been used by national governments, international donors and civil society to build the evidence base on how to change public institutions and policies to better foster gender equality and to raise awareness among policymakers and program planners of the need to involve men in health, development and gender equality.

UN Women is looking to partner with one or more research groups in Tunisia to conduct an IMAGES MENA household survey and companion qualitative research. The selected partner will be tasked with helping to adapt, and pilot, the IMAGES MENA questionnaire in-country, as well as conducting the household survey with a minimum of 1,200 men and 1,200 women in nationally representative samples of the population. Depending on the competencies of the quantitative research partner, the same group or a second research entity will be contracted to conduct qualitative research (focus groups and individual interviews) to elaborate upon and further elucidate key issues related to gender roles and rights raised in the household questionnaire.

The overall research questions that inspired IMAGES include:

In light of the gains in and challenges to women's rights and empowerment, what are men's attitudes and practices in relation to women? How do these compare to women's attitudes and practices? Are men internalising the messages and policies calling for greater equality for girls and women in education, income and work, political participation, and health?

How do women perceive men's response to gender equality and women's empowerment and rights? What are the remaining barriers to women's empowerment?

What are men's attitudes and practices with regard to their own health and interpersonal relationships?

How much are men participating in the care of children and other domestic activities? How do men's care practices compare to women's?

How common is men's use of intimate partner violence and other forms of violence, including street and workplace sexual harassment? What factors are associated with this violence? What do men think about existing laws on gender-based violence and other policies designed to promote gender equality?

Are men's own lives improving as they embrace gender equality and take on more equitable, flexible, and nonviolent versions of masculinity?

Among the issues addressed in IMAGES MENA household surveys and companion qualitative research:

- Attitudes towards gender norms in private and public life;
- Attitudes towards gender laws and policies;
- Attitudes towards women in leadership;
- Childhood experiences of household gender relations and violence;
- Attitudes towards and experiences of marriage;
- Impact of migration on gender roles;
- Household decision-making and division of labour;
- Men's participation in caregiving and as fathers;
- Health and health-related practices, including physical and psychological wellbeing;
- Use of, and attitudes related to, gender-based violence, including intimate partner violence, sexual harassment and honour-related violence

- **Description of required services/results**

UN Women Tunisia Program Presence Office welcomes proposals for partnerships to achieve results under the following scopes of work:

- **Quantitative Research**

The selected research organization will support the adaptation and pilot testing of the existing IMAGES MENA household questionnaire to meet the respective needs and interests of Tunisia. It is expected that at least 80% of the regional IMAGES MENA questions will be used (depending on cultural sensitivities as well as official approvals, where relevant), but up to 20% may be adapted or developed for the specific country context. The questionnaire will be further translated into the relevant Arabic dialect. The research will be conducted with a nationally-representative sample of the population. The sampling strategy should also ensure that the full range of men, women, income, education, and age groups are adequately represented, and are representative of the geographic selected.

- **Qualitative research:**

The selected research organization is expected to develop and implement **qualitative** research to complement the household questionnaire. The topics and the scope of the qualitative research depend on the issues of interest in the country. For detailed examples, please visit [www.imagesmena.org](http://www.imagesmena.org).

Organizations applying to the Call for Proposals can submit proposals targeting **one** or **both** scopes of work. If the latter, the UN Women may decide, at its discretion, whether it grants both or only one scope of work.

**Study phases:**

For each area of work, research partners will carry out:

- Adaptation and pre-testing of IMAGES questionnaire/qualitative research guides in conjunction with UN Women and Promundo;
- Hiring and training of enumerators: Training typically includes discussions of gender and masculinities and includes both methodology as well as ethical guidelines;

- Application of survey/qualitative research: Typically takes place over a 1-2 month period, with supervision at the field level. Adequate measures must be in place to ensure data quality and full compliance with all ethical standards;
- The selected partner will provide descriptive tables and charts (household survey data) and a preliminary write-up (quantitative findings), in English. Local partners will be responsible for translating these documents into Arabic (Tunisian dialect) .

**Specific tasks and deliverables will include:**

- Revised instrument: Working with IMAGES specialists and UN Women to modify, implement and analyse the IMAGES research tools and overall methodology to the context;
- Sampling plan: Developing the sampling frame and strategy, research plan, qualitative research guides, ethical procedures and data quality control mechanisms;
- Inception report including a detailed work plan with the timeline and work plan
- Literature review on gender equality, masculinities and GBV in-country (qualitative partner);
- Training: training enumerators, interviewers and field supervisors;
- Pre-testing/piloting the quantitative/qualitative tools;
- 1,200 men and 1,200 women for the quantitative survey; 100 men and women in in-depth individual interviews and focus group discussions for qualitative
- Cleaning and coding the survey data, using common data codes and labels to allow for multi-country comparisons with a coded data and field de-briefing report submitted;
- Transcribing and analysing the qualitative data;
- Undertaking an in-depth analysis of the survey results;
- Descriptive tables/charts (quantitative findings) and preliminary write-up (qualitative findings); translation of final synthesis report and Executive Summary into English, if desired;
- Participating in UN Women dissemination events.

**Institutional arrangements:**

The selected organization(s) will sign a Project Cooperation Agreement (PCA) with UN Women. A competitive selection process will take place to identify the potential partners. The organization will be selected only if it has proven capacity to deliver the proposed outputs/activities. The organization's capacity will be assessed by UN Women as per UN Women's policy and procedures.

UN Women Tunisia Program Presence in partnership with Promundo will provide technical oversight and coordination of the project, including orientation in the IMAGES methodology, tools, sampling; training materials for the training of enumerators and supervisors (including ethical procedures, security protocols, gender training); provision of and training on data collection, analysis tools and frameworks; and overall supervision and quality assurance. The precise scope of this support will be agreed between Promundo, UN Women, and local research partners.

For more information about IMAGES instruments, see:

Overview: <http://www.promundo.org.br/en/activities/activities-posts/internationalmen-and-gender-equality-survey-images-3/>

Guide: <http://www.promundo.org.br/en/wp-content/uploads/2013/01/IMAGESOverview-and-Guide.pdf>

IMAGES questionnaires for men and women:

<http://www.promundo.org.br/en/wpcontent/uploads/2013/01/Combined-IMAGES-Questionnaires-FINAL.1.8.13.doc>

Preliminary Interviewer's Manual and Guide:

[http://www.promundo.org.br/en/wpcontent/uploads/2013/01/Interviewers-Manual-IMAGES\\_1.8.doc](http://www.promundo.org.br/en/wpcontent/uploads/2013/01/Interviewers-Manual-IMAGES_1.8.doc)

1. **Timeframe:** The project should be completed within 18 months of contracting with the selected organizations.

2. **Competencies:**

In the selection of partners, the following competencies will be considered:

- i. Operational expertise:
  - a. Strong experience of designing and carrying out complex research assignments, including household surveys and/or qualitative research;
  - b. Experience of working on issues of gender, men and masculinities, sexual and reproductive health, gender-based violence, and women's empowerment issues;
  - c. Excellent knowledge of the overall context in Tunisia, particularly relating to women's issues;
  - d. Experience of working in the governorates in Tunisia;
  - e. Ability to access male and female enumerators;
  - f. Ability to carry out statistical analyses of survey data and/or analysis of qualitative data;
  - g. Strong English writing skills, in addition to Arabic;
  - h. Experience of using mobile devices for data collection;
  - i. Experience of communicating research evidence to a range of stakeholders, including local communities;
  - j. Strong ties with NGOs working in the area of gender equality and credibility with wider civil society;
  - k. Demonstrated ability to produce well-written research reports and to disseminate those findings at the national level, among diverse constituents;
- ii. Corporate Competencies:
  - a. Demonstrates integrity by modelling the UN's values and ethical standards;
  - b. Promotes the vision, mission, and strategic goals;
  - c. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- iii. Development and Operational Effectiveness:
  - a. Ability to lead strategically including management and reporting;
  - b. Ability to contribute to the formulation and oversight of implementation, monitoring and evaluation of the initiative;
- iv. Management and Leadership:
  - a. Demonstrates openness to change and ability to manage complexities;
  - b. Proven networking, team-building, organizational and communication skills.

**Annex B2-1**

**Call for proposal**

**Description:** International Men and Gender Equality Survey, Middle East and North Africa (IMAGES MENA)  
**CFP No.** CFP/TUN/2019/1

**Proposal/no proposal confirmation form**

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

Date:

To: UNWOMEN

Email:

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject \_\_\_\_\_

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

- The requested products are not within our range of services
- We are unable to submit a competitive proposal for the requested services at the moment
- We cannot meet the requested terms of reference
- Your CFP is too complicated
- Insufficient time is allowed to prepare a proposal
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- Other (please provide reasons)\_\_\_\_\_

- ( ) \_\_\_\_\_  
 We would like to receive future CFPs for this type of services
- ( ) \_\_\_\_\_  
 We don't want to receive CFPs for this type of services

If UNWOMEN has questions to the proponent concerning this NO PROPOSAL, UNWOMEN should contact Mr./Ms. \_\_\_\_\_, phone/email \_\_\_\_\_, who will be able to assist.

**Annex B2-2**

**Call for proposal**

**Description of Services:** International Men and Gender Equality Survey, Middle East and North Africa (IMAGES MENA)

**CFP No. CFP/TUN/2019/1**

**Mandatory requirements/pre-qualification criteria**

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.

<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 an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years	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	Yes/No



relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	
1.7 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

### Annex B2-3

#### Call for proposal

**Description of Services:** International Men and Gender Equality Survey, Middle East and North Africa (IMAGES MENA)

**CFP No. CFP/TUN/2019/1**

#### Template for proposal submission

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

Proponents are requested to complete form Annex B2-1 and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. 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 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:													
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

<b>Component 5: Risks to Successful Implementation (1 page)</b>
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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 only costs which directly 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 you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

<b>Result 1 (e.g. Output)</b> Repeat this table for each result.					
<b>Expenditure Category</b> (Examples given below, proposals	<b>Year 1 [Local currency]</b>	<b>Year 2 (If applicable)</b>	<b>Total, [local currency]</b>	<b>US\$</b>	<b>% Total</b>

could include other categories as relevant)		<b>[Local currency]</b>			
1. Personnel					
2. Equipment/ Materials					
3. Training/ Seminars / Travel Workshops					
4. Contracts					
5. Other costs <sup>1</sup>					
<b>Total Cost for Result 1</b>					

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<sup>1</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 B2-4**

### **Call for proposal**

**Description of Services:** International Men and Gender Equality Survey, Middle East and North Africa (IMAGES MENA)

**CFP No. CFP/TUN/2019/1**

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

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 B2-5

### Call for proposal

**Description of Services:** International Men and Gender Equality Survey, Middle East and North Africa (IMAGES MENA)

**CFP No.** CFP/TUN/2019/1

### **Capacity Assessment Document Checklist For Potential Implementing Partners/Responsible Parties**

#### **Governance, Management and Technical**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</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	Mandatory	

#### **Administration and Finance**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
Administrative and Financial Rules of the organization	Mandatory	
Internal Control Framework	Mandatory	
Audited Statements of last 3 years	Mandatory	
List of Banks		
Name of External Auditors		

#### **Procurement**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
Procurement Manual	Mandatory	
Procurement Code of Conduct		
List of main suppliers / vendors		

#### **Client Relationship**

<b>Document</b>	<b>Mandatory / Optional</b>	<b>Yes / No</b>
List of main clients / donors	Mandatory	
Two references	Mandatory	
Past reports to clients / donors for last 3 years		