

UN Women Call for Proposals (CFP) - (For Budget less than \$250,000)

CFP No. 007-2019 - for NGOs, Academic Institutions and Registered Community Based Organisations

Under the UN Women's Economic Empowerment and Resilience Programme:

"Supporting Women Refugees and Host Community Nationals to Respond to the Impact of the Syria Crisis through Economic Empowerment in the ICT Sector"

Section 1: CFP letter

UN WOMEN plans to engage one Implementing Partners and Responsible Parties ((Non-Governmental Organization, Community Based Organizations (CBOs) and Academic Organizations) 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 email address specified below,

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 staff
- Annex B2-5 Capacity Assessment Document Checklist

Interested organizations may obtain further information by contacting this email address:

roas.cfp@unwomen.org

Call for Proposal (CFP)

CFP No. 007-2019

Section 2: Proposal data sheet

Project's Official Name: Under the UN Women's Economic Empowerment and Resilience Programme: "Supporting Women Refugees and Host Community Nationals to Respond to the Impact of the Syria Crisis through Economic Empowerment in the ICT Sector"

Email information : roas.cfp@unwomen.org

Issue date: Wednesday, November 27, 2019

Requests for clarifications due:

Date: Friday, December 6, 2019 to: roas.cfp@unwomen.org

UN WOMEN clarifications to proponents due:

Date: Monday, December 9, 2019

Proposal due

Date: **Monday, December 16 2019 at 11:59PM**

Planned award date:

Date: Wednesday, January 15, 2020

Planned contract start date:

Date: Thursday, January 30, 2020

Call for Proposal (CFP)

CFP No. 007-2019

1. Introduction

- 1.1. UN WOMEN 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, UN WOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this CFP, all communications must be directed only to UN WOMEN, by email to 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. 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.

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 NO. 007-2019** 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

- 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, will 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 USD Dollars.

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 70 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"> • proposed staffing (number and expertise) for the services to be delivered; • organizational experience and proven track record/credibility on education and livelihoods in the ICT sector, protection, refugees, gender, in addition to RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required • relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	15 points
	Governance and management capacity: (See Capacity Assessment Checklist) <ul style="list-style-type: none"> • Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation 	8 points

	<ul style="list-style-type: none"> Overall governance/management structure of the proponent organization 	
	Financial and administrative management capacity: (See Capacity Assessment Checklist)	7 points
	TOTAL	70 points

11.2.PHASE II - FINANCIAL PROPOSAL (30 points)

11.2.1. 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 in dollar: 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 (Annex B2-2 hereto)
Part of proposal	Template for proposal submission (Annex B2-3)
Part of proposal	Resumes of proposed team members with prescribed information (Annex B2-4)
Part of proposal	Capacity Assessment Document Checklist (Annex B2-5)

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 (Annex B2-1 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 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 One year with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

UN Women Terms of Reference

1) Introduction

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

About the Economic Empowerment and Resilience Programme at UN WOMEN Lebanon

The overall objective of UN Women's Economic Empowerment and Resilience Programme is to empower vulnerable women and girls within Lebanese host and refugee communities to be more resilient to shocks and negotiate greater choices and freedoms within their families and communities. The two main pillars include: 1) economic empowerment and 2) protection. Under its economic empowerment pillar, the programme enhances women's skills in alignment with markets needs, facilitates income generation opportunities within the private sector and supports the development of female-led micro enterprises. The protection pillar supports women and girls' prevention and response

to gender-based violence. This programme is being implemented in Akkar, Tripoli, Mount Lebanon, Bekaa, and Beirut. In these areas, UN Women has worked in cooperation with Social Development Centres (SDCs) under the Ministry of Social Affairs (MoSA) to provide vocational trainings, multi-sectoral services, and on-site child care facilities for host communities and refugees.

Information, Communication and Technology Sector (ICT) and Women's Economic Empowerment

The ICT labor market has great potential to provide sustainable and dignified jobs for refugees and vulnerable Lebanese nationals, locally and globally. The ICT sector is a fast-growing sector locally and globally, providing access to new job opportunities. These opportunities are only likely to increase as the world's labor market becomes more digitized. Women's economic empowerment and livelihoods programmes in Lebanon have channeled resources towards more 'traditional' areas of work for women, including sewing, handicrafts, beauty, hairdressing, and food production. While these interventions can provide positive outcomes for women to work, new solutions must be explored and expanded to adapt to the changing local and global economy. The ICT sector not only offers the opportunity for women to obtain more dignified work, but also helps generate more acceptance towards women working in non-traditional sectors. This leads to the transformation of socio-economic gender roles, and new markets for women's employment at large scale. In addition to economic impact, increasing women's digital literacy and providing them with access to computers and relevant software, can offer new opportunities in online-education.

2. Description of required services/results

Under the partnership of UN Women Lebanon's Economic Empowerment and Resilience Programme Team, the responsible party will work towards the following:

Outcome: Women within marginalized refugee and host communities are economically empowered by leveraging economic opportunities in the ICT sector.

Outcome Indicators:

- ✓ Percent of women who increased their income (as a result of the project)
- ✓ Percent of women who access full-time employment (as a result of the project)
- ✓ Percent of women who have increased their confidence in their ability to work (as a result of the project)

This work serves as part of UN Women's work in response to the Syria crisis in Lebanon, falling under the LCRP. Therefore, the target beneficiaries should be women within host communities, including Syrian/Palestinian refugees and Lebanese women, who are in poverty and vulnerable to food security. At least 50% of the target beneficiaries within all proposed interventions must be Syrian refugees residing in Lebanon. The project partner will be responsible for collecting data on beneficiary use to ensure this. The target locations for the project interventions are open to any geographical area.

Summary of the key project targets:

- 110 women receive high quality and continuous training in the ICT sector (including GBV mainstreaming, transportation allowance, and child care).
- 110 women are supported in accessing the labor market (work-based learning, temporary or full-time employment).

- 1 knowledge product on leveraging economic opportunities for women (refugees and nationals) in the ICT sector in Lebanon.
- Baseline and end-line survey data must be collected from the intervention sites to measure changes in women's economic empowerment and to demonstrate the impact of interventions.

Output 1: Women acquire market-based skills in the ICT sector to increase their digital literacy and enhance their employability.

Women will be supported to enroll in a comprehensive training programme to learn market-based ICT skills. The training programme provides multiple curriculum tracks based on the beneficiaries' skills and experience, and the identified market needs within private sector job placements. The curriculum may include areas from digital literacy, basic coding, analytics, managing online information, web development, social media, online management, and IT safety and security – or other identified areas that will facilitate entry to job opportunities. The complete training course cycle should be a minimum of three months and certified training certificates should be provided. The training curriculum may be devised into various tracks based on women's educational and professional background. Given the gendered socio-economic conditions of the participants, women will receive transportation stipends and when needed, child care support to ensure their access to the training. The course material should also include content on raise awareness of gender equality issues in the work place, and the presence of social workers on-site will support women's access to multisectoral and GBV services.

Output 1 Indicators:

- Percent of women who increase their ICT skills (as result of the training)
Target: TBD
- Percent of women satisfied with ICT training course
Target: TBD
- # of women who complete the training programme
Target: 110 women (50% Syrian refugee women)
- # of women supported to access the training programme (training allowance/childcare)
Target: 110 women (50% Syrian refugee women)
- # of women who receive information on GBV issues and services
Target: 110 women (50% Syrian refugee women)

Output 2: Women are supported to access the labor market (work-based learning, temporary or full-time employment).

Women graduates of the training programme will be supported to access the labor market through multiple forms of job placement assistance (or work-based learning opportunities for Syrian refugees). Following the training programme, women's will receive support in accessing temporary and/or full-time employment in one or more of three ways, based on their needs: 1) job placement mentorship (information and support in the job application process); 2) Paid on-the-job training (receiving stipends for 1 to 3 months of part-time work experience); 3) in-kind grants /ICT equipment (hardware and software, such as computers, programmes, or internet credit). Proponents to the call for proposal can propose one to multiple forms of job placement, based on their area of expertise and the perceived best way to prepare and engage women in the labor market appropriately.

Output 2 Indicators:

- # of stakeholder assessments of private sector partners demanding ICT labor
Target: 1
- # of women who receive job placement assistance or work-based learning opportunities (ensuring a pipeline, and following interventions for the women participating under output 1)
Target: 110 women (50% Syrian refugee women)

Output 3: The humanitarian-development sector better understands how to leverage economic opportunities for women (refugees and nationals) in the ICT sector.

While the ICT sector holds a wide range of potential for generating decent and dignified work for refugee and vulnerable women’s employment, there is little guidance on how best to achieve meaningful outcomes for women specifically. The majority of the initial resources on engaging refugee and vulnerable communities in the ICT labor market remain gender blind. Gendered educational, economic, and cultural barriers for female job seekers means that additional resources must be invested into knowledge generation for gender responsive programming. Through monitoring, evaluation, research and holistic learning throughout the project cycle, the proponent should generate a knowledge product for women’s economic empowerment in the ICT sector in Lebanon.

Output 3 Indicators:

- # of knowledge products
Target: 1 guidance note

Institutional Arrangement

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. Organizations will be selected only if they have proven capacity to deliver the proposed outputs/activities. Organization’s capacity will be assessed by UN Women as per UN Women’s policy and procedures.

Reporting

The selected partner(s) will work closely with UN Women during programme implementation and will provide progress narrative and financial reports in line with UN Women guidelines and requirements.

Timeframe:

January 30, 2020 to December 20, 2020

Competencies:

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

- Soundness of technical competency described in the approach to the outcome/outputs as described in the Terms of Reference for the Call for Proposals.
- Capacity to deliver expected results: governance and management competency, and financial and administrative competency.
- Relevance of the mandate and the role of the organization to implement expected results and to contribute to the sustainability of said results.
- Regional and local organisations (based within North Lebanon) are strongly encouraged to apply.

Annex B2-1

Project Title: Under the UN Women’s Economic Empowerment and Resilience Programme:
“Supporting Women Refugees and Host Community Nationals to Respond to the Impact of the Syria Crisis through Economic Empowerment in the ICT Sector””

CFP No. 007-2019

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

Project Title: Under the UN Women’s Economic Empowerment and Resilience Programme:
“Supporting Women Refugees and Host Community Nationals to Respond to the Impact of the Syria Crisis through Economic Empowerment in the ICT Sector””

CFP No. 007-2019

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.

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	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 placed on any relevant sanctions list including as a minimum the	Yes/No

Consolidated United Nations Security Council Sanctions List(s)	
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Annex B2-3

Project Title: Under the UN Women’s Economic Empowerment and Resilience Programme: “Supporting Women Refugees and Host Community Nationals to Respond to the Impact of the Syria Crisis through Economic Empowerment in the ICT Sector””

CFP No. 007-2019

Template for proposal submission

Mandatory requirements/pre-qualification criteria
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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

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 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.

Result 1 (e.g. Output) Repeat this table for each result.					
Expenditure Category (Examples given below)	Year 1 First advance [Local currency]	Year 2	Total, [local currency]	US\$	% Total
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts			--		
5. Other costs ¹					
6. Incidentals					
7. Other support requested			--		
8. Contingency (max. 5%)					
Total Cost for Result 1					

¹ "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

Project Title: Under the UN Women’s Economic Empowerment and Resilience Programme: “Supporting Women Refugees and Host Community Nationals to Respond to the Impact of the Syria Crisis through Economic Empowerment in the ICT Sector””

CFP No. 007-2019

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

Project Title: Under the UN Women's Economic Empowerment and Resilience Programme:
“Supporting Women Refugees and Host Community Nationals to Respond to the Impact of the Syria Crisis through Economic Empowerment in the ICT Sector”

CFP No. CFP/TUN/UNW/2019/2

Capacity Assessment Document Checklist For Potential Implementing Partners/Responsible Parties

Governance, Management and Technical

Document	Mandatory / Optional	Yes / No
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

Document	Mandatory / Optional	Yes / No
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

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

Client Relationship

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