**Annex A**

**Call for Proposal (CFP) No. BRB30/CFP 2021/04 for Implementing Partners**

**(Media Partner)**

**Section 1**

**CFP No. BRB30/CFP 2021/04**

1. **CFP letter for Implementing Partners**

UNWOMEN plans to engage a Media Partner as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at the address specified not later than **11:59 pm (EST)** on **June 07, 2021**.

**The budget range for this proposal is a maximum of USD 55,000** equivalent.

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| **This UN-Women Call for Proposals consists of Two sections:** | **Annexes to be completed by proponents and returned with their proposal (mandatory)** |
| **Section 1**  | **Annex A-1** Mandatory requirements/pre-qualification criteria |
| 1. CFP letter for Implementing Partners
2. Proposal data sheet for Implementing Partners
3. UN Women Terms of Reference

**Annex A-1** Mandatory requirements/pre-qualification criteria | **Annex A-2** Technical proposal submission form**Annex A-3** Financial proposal submission form**Annex A-4** Format of resume for proposed staff**Annex A-5** Capacity Assessment minimum Documents |
| **Section 2** |  |
| 1. Instructions to proponents
 |  |
|  **Annex A-2** Technical proposal submission form |  |
|  **Annex A-3** Financial proposal submission form **Annex A-4** Format of resume for proposed staff **Annex A-5** Capacity Assessment minimum Documents |  |

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| Interested proponents may obtain further information by contacting this email address: info.brb@unwomen.org. Additionally, two virtual sessions will be held on May 25, 2021 and May 27, 2021 at 10am EST to provide additional guidance in responding to this Call. Proponents are kindly asked to register at this link:  <https://unwomen.zoom.us/meeting/register/tJMpdOGvrzsiHNUncNUDLQeSWCdXBnBA-kp9>for the May 25, 2021 session and at this link: <https://unwomen.zoom.us/meeting/register/tJErfuyhrjsoHNDIJ7Vz5KYAN1uhzeh1SHV4>for the May 27, 2021 session.1. **Proposal data sheet for Implementing Partners**

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| **Program/Project: Spotlight Initiative** | **Requests for clarifications due:** |
|  | **Date: May 27, 2021** | **Time: 11:59 pm EST** |
| **Program official’s name: Spotlight Initiative Project – Guyana** | **(via e-mail)** info.brb@unwomen.org |
|  |  |
| **Email:** **info.brb@unwomen.org** | **UNWOMEN clarifications to proponents due: [if applicable]** |
|  | **Date: May 31, 2021** | **Time: 11:59 pm EST** |
| **Telephone number: 1-246-467-6000** |  |
|  | **Proposal due:** |
| **Issue date: May 19, 2021** | **Date: June 07, 2021** | **Time: 11:59 pm EST** |
|  |  |
|  | **Planned award date: June 20, 2021** |  |
|  |  |  |
|  | **Planned contract start-date/delivery date (on or before):****June 25, 2021/December 31, 2021** |

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1. **UN Women Terms of Reference**

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| 1. **Introduction [Please elaborate]**
	1. Background/Context for required services/results

The European Union (EU) and the United Nations (UN) have embarked on a new global, multi-year initiative focused on eliminating all forms of violence against women and girls (VAWG) - [The Spotlight Initiative](http://www.spotlightinitiative.org/).The Initiative is so named as it brings focused attention to this issue, moving it into the spotlight and placing it at the centre of efforts to achieve gender equality and women's empowerment, in line with the 2030 Agenda for Sustainable Development. The selection of Guyana as a Spotlight country is in recognition of the high rates of incidence and prevalence of family violence which is both a cause and consequence of gender inequality due to a system of power inequalities which consequently lead to injustices. The overall goal of the Spotlight Initiative in Guyana is to reduce Family Violence by addressing the root causes of violence against women and girls (VAWG) with an emphasis on prevention.The key pillars of the Spotlight Initiative Project include:Pillar 1: Laws and PoliciesPillar 2: Institutional CapacitiesPillar 3: Social Norms and Behaviours Pillar 4: Essential ServicesPillar 5: Data Availability and UtilisationPillar 6: Women’s Rights Groups, Autonomous Social Movements and Civil Society Organizations In Guyana, UN Women is responsible for leading the activities under Pillars 3 and 6 of the Spotlight Initiative Project. UNICEF is leading Pillars 1 and 2; while UNFPA is leading Pillar 4 and UNDP is leading Pillar 5.The target areas under the Spotlight Initiative Guyana Project are as follows:* Nationally
* Indigenous communities of Region 1- Barima/Waini: Baramita and Matthews Ridge and Region 7 – Cuyuni/Mazaruni: Waramadong and Batavia.
* Coastal Communities of Region 4 – Demerara/Mahaica: East Coast corridor: Mon Repos to Good Hope, East Bank corridor: Diamond to Golden Grove
* Region 6- East Berbice/Corentyne: Central New Amsterdam and Angoy's Avenue; Port Mourant and Tain.
	1. General Overview of services required/results

Within the context of Activity 3.2.3 under Pillar 3 of the Spotlight Initiative Project, the UN Women Multi-Country Office (MCO) Caribbean is seeking a Media Partner to engage with other media, sports and other sectors to develop and roll out an advocacy campaign on harmful social norms and behaviours, and to provide supplies and materials related to advocacy and health/non-violence promotion (training and education tools) linked to champions/role models in areas such as sports and other sectors especially faith-based leaders.  |
| 1. **Description of required services/results**

Harmful social norms, gender stereotyping, violent masculinities and men’s violence towards women and girls is prevalent throughout Guyana. These harmful norms are a reflection of the deeper social structures which are often reinforced by numerous social institutions. Engagement within the spheres where people socialise and often learn inequitable norms such as media, sports and religion are central to addressing the embedded inequalities at the root level, and ensuring that the transformation of ideas and practices are sustainable over the long-term. The development and roll out of an advocacy campaign targeting media, sports and other sectors, including faith-based leaders on harmful social norms, gender stereotyping, violent masculinities and men’s violence towards women and girls involving survivors and reformed perpetrators and the provision of associated supplies and materials are key strategies for addressing gender equitable norms and preventing violence against women and girls. The advocacy campaign should include, among other things, the production of radio and TV ads, stickers, songs, video clips, posters and flyers, and integrate champions/role models such as sports and faith-based leaders as influencers to deliver the message of gender equality. The campaign should also focus on engaging leaders within the sports and faith-based sectors, as well as journalists directly through the provision of supplies and training and education tools to improve their knowledge of gender-based violence, rooted in gender inequality, abuse of power, harmful social norms, and structural and institutional power differentials, to serve as agents of change within their respective institutions and the wider public. It is expected that the effective implementation of these interventions will lead to changes in gender inequitable social norms, attitudes, behaviours and harmful practices at the community and individual levels to prevent violence against women and girls. The output and associated output indicators under this intervention are as follows:**Output 3.2:** Community advocacy platforms are established/strengthened to develop strategies and programmes, including community dialogues, public information and advocacy campaigns, to promote gender-equitable norms, attitudes and behaviours, including in relation to women and girls’ sexuality and reproduction, self-confidence and self-esteem and promoting positive masculinities.**Output Indicator 3.2.2** Number of people reached by campaigns challenging harmful social norms and gender stereotypes.**Output Indicator 3.2.5** Number of campaigns challenging harmful social norms and gender stereotyping, including of women and girls facing intersecting and multiple forms of discrimination, developed and disseminated. With this in mind, resources are being made available under the Spotlight Initiative for the engagement with other media, sports and other sectors for campaign development and rollout **(USD 40,000),** and for the development of supplies and materials related to advocacy and health/nonviolence promotion [training and education tools] linked to champions/role models in areas such as sports and other sectors, including faith based leaders **(USD 15,000).****Countries to be covered:** * Guyana

**Reporting Obligations:** * Inception Report or Concept Note
* Workplan detailing activities to be carried out and modality
* Progress reports in line with UN Women guidelines and requirements.
* Spotlight Initiative Technical Coherence Reporting Framework
* Final report at the end of the project period clearly outlining the targets met in keeping with the output and output indicators listed above.

**For all workshops, training and activities involving direct beneficiaries, Implementing Partners must produce:** * Event Report
* Participant Register
* Participant Feedback Form (in draft will be piloted and shared)
* Pictures - group & interactive (including participants & presenters)
* Media Release Form required for programme participants e.g. children, direct beneficiaries (survivors or vulnerable groups)
* Audience engagement data (in the case of media campaigns initiated for Spotlight)
 |
| 1. **Timeframe: Start date and end date for completion of required services/results**

The expected duration of the partnership is from **June 25, 2021 – December 31, 2021.** |
| 1. **Competencies:**
	1. Technical/functional competencies required:
* Implementing Partners must be a registered media entity in Guyana.
* At least 7 years in video production, script writing and campaign development is required;
* At least 3 years’ experience in communications for behaviour change and social change campaigns;
* At least 3 years’ experience in implementing initiatives on gender equality and women’s rights, including the elimination of violence against women.
* At least 3 years’ experience producing knowledge products (print and multimedia versions).
* At least 3 years’ experience in web and social media campaign development, especially as relates to video placement.
* At least 5 years’ experience working in Guyana.
	1. Other competencies, which while not required, can be an asset for the performance of services
* Previous experience working in video production and campaign management with the United Nations is desirable.
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**Annex A-1**

**Mandatory requirements/pre-qualification criteria**

**[To be completed by proponents and returned with their proposal]**

**Call for proposal**

**Description of Services:**

To design and roll out targeted advocacy campaigns that contribute to addressing gender inequitable social norms, attitudes and behaviour changes at community and individual levels and prevent violence against women and girls, including family violence; and to provide supplies and materials related to advocacy and health/non-violence promotion (training and education tools) linked to champions/role models in areas such as sports and other sectors, including faith-based leaders.

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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.

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| --- | --- |
| **Mandatory requirements/pre-qualification criteria** | **Proponent’s response** |
| * 1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least three customer references for which similar service is currently or has been provided by the proponent.
 | Reference #1:Reference #2:Reference #3: |
| * 1. Confirm proponent is duly registered or has the legal basis/mandate as an organization
 | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years[[1]](#footnote-2)
 | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area.
 | Yes/No |
| * 1. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.
 | Yes/No  |
| 1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation | Yes/No  |
| 1.7 Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA)[[2]](#footnote-3). | Yes/No |
| 1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s) | Yes/No  |

**Section 2**

**FP No. BRB30/CFP 2021/04**

1. **Instructions to proponents (Implementing Partners)**
2. **Introduction**
	1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for Media Partner.
	2. UNWOMEN is soliciting proposals from Media Partner.
	3. A description of the services required is described in CFP **Section 1 - C “Terms of Reference”.**
	4. UNWOMEN may, at its discretion, cancel the services in part or in whole.
	5. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
	6. All proposals shall remain valid and open for acceptance for a period of 120 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected.In exceptional circumstances, UNWOMEN may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
	7. Effective with the release of this CFP, all communications must be directed only to UNWOMEN (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by email at \_\_\_\_\_\_\_\_\_\_\_\_. Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.
3. **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.

1. **Eligibility**

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

1. **Mandatory/pre-qualification criteria**
	1. The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior partners’ references for delivering what is envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
	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.
2. **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 in **Section 1**. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

1. **Amendments to CFP documents**

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

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

1. **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.

1. **Submission of proposal**
	1. Technical and financial proposals should be submitted simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted.

Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

* Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:

CFP No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_– (name of proponent) - TECHNICAL PROPOSAL

* Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:

 CFP No. \_\_\_\_\_\_\_\_\_\_\_\_\_– (name of proponent) - FINANCIAL PROPOSAL

All proposals should be sent by email to the following secure email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

1. **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.

1. **Proposal currencies**

 All prices shall be quoted in Guyana 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.

1. **Evaluation of technical and financial proposal**
	1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
		1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which maximum possible 70 points may be determined.  Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

|  |  |  |
| --- | --- | --- |
| 1 | Proposal is compliant with the call for proposal requirements | 15 points |
|  |
| 2 | The organizations mandate is relevant to the work to be undertaken in the TORs | 20 points |
| 3 | The proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully | 35 points |
|  | TOTAL | 70 points |

**Suggested table for evaluating technical proposal:**

* 1. **PHASE II - FINANCIAL PROPOSAL** (**30 points**)
		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: 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) x 30 points = 15 points
1. **Preparation of proposal**
	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.

* 1. Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the CFP document.
	2. Proponent’s proposal shall include all of the following labelled annexes:

**CFP submission** (on or before proposal due date):

As a minimum, proponents shall complete and return the below listed documents (Annexes to this CFP) as an integral part of their proposal. Proponents may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

|  |  |
| --- | --- |
| Part of proposal | **Annex A-1** Mandatory requirements/pre-qualification criteria  |
| Part of proposal | **Annex A-2** Technical proposal submission form**sent in a separate email – clearly marked with clear subject line referencing the CFP number!** |
| Part of proposal | **Annex A-3** Financial proposal submission form**sent in a separate email – clearly marked with clear subject line referencing the CFP number!** |
| Part of proposal | **Annex A-4** Format of resume for proposed staff |
| Part of proposal | **Annex A-5** Capacity Assessment minimum Documents |

1. **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.

1. **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 6 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

**Annex A-2**

**Technical proposal submission form**

**Call for proposal**

**Description of Services**

To design and roll out targeted advocacy campaigns that contribute to addressing gender inequitable social norms, attitudes and behaviour changes at community and individual levels and prevent violence against women and girls, including family violence and to provide supplies and materials related to advocacy and health/non-violence promotion (training and education tools) linked to champions/role models in areas such as sports and other sectors including faith-based leaders.

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1. This Technical Proposal Submission Form must be completed in its entirety.
2. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent’s Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

**CFP No (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) - (Name of Proponent) - Technical proposal**

1. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
2. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent’s Technical Proposal and fully responds to the request for proposal No (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

| **Proponent’s Eligibility Confirmation and Information** | **Proponent’s Response** |
| --- | --- |
| 1. What year was your organization established?
 |  |
| 1. In what province/state/country is your organization established?
 |  |
| 1. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)
 | Yes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.
 | Yes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 1. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list> or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)
 |  |
| 6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection  process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP. | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be  offered by the proponent or its sub-contractors, any direct or indirect benefit arising  from this CFP or any resulting contracts. | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 8. Confirm that the proponent is not engaged in any activity that would put it, if selected  for this assignment, in a conflict of interest with UNWOMEN. | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 9. Confirm that the proponent and your sub-contractors have not been associated, or  had been involved in any way, directly or indirectly, with the preparation of the design,  terms of references and / or other documents used as a part of this CFP.  | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 10. UNWOMEN policy restricts organizations from participating in a CFP or receiving  UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an  owner, officer, partner or board member or in which the staff member or their  immediate family has a financial interest. Confirm that no UNWOMEN staff member  or their immediate family are an owner, officer, partner or board member or have a  financial interest in either the proponent or its sub-contractors.  | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |
| 11. Confirm proponent has read and understood the Terms and Conditions stated in the UN Women Partner  agreement template (Document attached) | ConfirmYes \_\_\_\_\_; No \_\_\_\_\_\_ |

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

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package.

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

(Signature)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Address: |  |
| Telephone Number |  |
| Fax Number: |  |
| Email Address: |  |

**Technical proposal submission form**

The proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” refer to those organizations that submit a proposal pursuant to this CFP.

Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and technical capacity and Governance and management arrangements for the intervention.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Points** | **Criteria** | **Proponent’s Response** |
| 1 | 15 | Proposal is compliant with the Call for Proposal (Cfp) requirements |  |
| 2 | 20 | The Organization’s mandate is relevant to the work to be undertaken in the TOR* Nature of the proposing organization
* Overall mission and purpose of the organization
* Core programs/service and target population
* Organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors
 |  |
| 3 | 35 | Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully:* Organization’s approach (how does the organization deliver its projects/programs/services)
* Understanding of the TOR, problem statement or challenges to be addressed given the context in the TOR, the specific results expected, the description of the technical approach and activities
* Overview of Organization’s capacity relevant to the proposed engagement, management arrangements required for services including monitoring and reporting, and if needed, evaluation
* Overall governance/management structure of the organization, including gender elements.
* Proposed staffing (number and expertise) for the services to be delivered
 |  |
|  |  | Provide a minimum of two relevant references of similar successful project |  |
|  | 70 | TOTAL |  |

**Annex A-3**

**Financial proposal submission form**

**Call for proposal**

**Description of Services**

To design and roll out targeted advocacy campaigns that contribute to addressing gender inequitable social norms, attitudes and behaviour changes at community and individual levels and prevent violence against women and girls, including family violence and to provide supplies and materials related to advocacy and health/non-violence promotion (training and education tools) linked to champions/role models in areas such as sports and other sectors including faith-based leaders.

**CFP No. BRB30/CFP 2021/04**

1. This Financial Proposal Submission Form must be completed in its entirety.
2. Financial proposals must be submitted in: (currency)

**The entire Price Proposal must be placed in a separate email/attachment**

When submitting by email, the email subject line should read:

 **CFP No (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) – (Name of proponent) - Financial proposal**

1. The completed Financial Proposal Submission Form constitutes Proponent’s Financial Proposal and fully responds to call for Proposal I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (Signature) |  | (Name) |
| (Name of proponent) |  |  |
| (Date)  |  | (Address) |
| (Telephone No.) |  |  |
| (Email address) |  |  |

**Annex A-4**

**Format of resume for proposed staff**

**Call for proposal**

**Description of Services:**

To design and roll out targeted advocacy campaigns that contribute to addressing gender inequitable social norms, attitudes and behaviour changes at community and individual levels and prevent violence against women and girls, including family violence and to provide supplies and materials related to advocacy and health/non-violence promotion (training and education tools) linked to champions/role models in areas such as sports and other sectors including faith-based leaders.

**CFP No. BRB30/CFP 2021/04**

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

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

Years with Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Employment Record/Experience**

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

**References**

Provide names and addresses for two (2) references.

**Annex A-5**

**Capacity Assessment minimum Documents**

**(to be submitted by potential Implementing Partners and submission assessed by the reviewer)**

**Call for proposal**

**Description of Services**

To design and roll out targeted advocacy campaigns that contribute to addressing gender inequitable social norms, attitudes and behaviour changes at community and individual levels and prevent violence against women and girls, including family violence and to provide supplies and materials related to advocacy and health/non-violence promotion (training and education tools) linked to champions/role models in areas such as sports and other sectors including faith-based leaders.

**CFP No. BRB30/CFP 2021/04**

**Governance, Management and Technical**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Legal registration | Mandatory |
| Rules of Governance / Statues of the organization | Mandatory |
| Organigram of the organization | Mandatory |
| List of Key management | Mandatory |
| CVs of Key Staff proposed for the engagement with UN Women | Mandatory |
| Anti-Fraud Policy Framework | Mandatory |
| Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13)Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy within six months; | Mandatory |

**Administration and Finance**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Administrative and Financial Rules of the organization | Mandatory |
| Internal Control Framework  | Mandatory |
| Audited Statements of last 3 years | Mandatory |
| List of Banks | Mandatory |
| Name of External Auditors |  |

**Procurement**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| Procurement Policy/Manual | Mandatory |
| Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (FRQ), Request for Proposal (RFP) etc.  | Mandatory |
| List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes  |  |

**Client Relationship**

|  |  |
| --- | --- |
| **Document** | **Mandatory / Optional** |
| List of main clients / donors | Mandatory |
| Two references | Mandatory |
| Past reports to clients / donors for last 3 years |  |

1. In exceptional circumstances three years of history registration may be accepted and it must be fully justified. [↑](#footnote-ref-2)
2. [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse](http://www.un.org/Docs/journal/asp/ws.asp?m=ST/SGB/2003/13)” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Implementing Partners [↑](#footnote-ref-3)