**UN Women MCO Caribbean – Checklist for Responding to Call for Proposals**

**ANNEX A - IMPORTANT Contact Information and Timelines**

**Proposals to be Submitted by: Media Partner (Spotlight Activity 3.2.3)**

**Program/Project:** Spotlight Initiative – Guyana

**Email:** info.brb@unwomen.org

**Issue date:** May 19, 2021

**Requests for clarifications due:** May 27, 2021 at 11:59 pm EST via info.brb@unwomen.org

**UNWOMEN clarifications due:** May 31, 2021 Time: 11:59 pm EST

**Proposal due: Date:** June 07, 2021 Time: 11:59 pm EST

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

**Planned contract start-date:** June 25, 2021

**Language of Proposal:** English

**Available Budget: USD 55,000 (USD 15,000 for supplies/materials)**

**Currency of Proposal: Guyana Dollars**

**General Services Required**

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.

Refer to Terms of Reference in CFP for details – Pages 02-03

**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.

**Not Required but an Asset**

[ ]  Previous experience working in video production and campaign management with the United Nations is desirable.

**Components of the Proposal**

|  |  |
| --- | --- |
| 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 CVs for proposed staff |
| Part of proposal | **Annex A-5** Capacity Assessment minimum Documents |

**ANNEX A1 - Mandatory Requirements**

[ ]  Complete Table on Page 4 of CFP, including names of three referees.

**Annex A2 - Technical Proposal Submission Form**

[ ]  Complete Cover Page – Pages 09-10 of the CFP (Form to be signed by Person (s) authorised to enter into Contract with UN Women)

[ ]  Complete Technical Proposal describing/demonstrating:

[ ]  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

[ ]  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 personnel (number and expertise) for the services to be delivered

[ ]  A minimum of two relevant references of similar successful projects

**Annex A-3 - Financial Proposal Submission Form**

[ ]  Complete Cover Page – Page 12 of the CFP

[ ]  Complete Financial Proposal – Include detailed budget

**Annex A-4 – Proposed Staff**

**[ ]** Complete Curriculum Vitae (CVs) of ALL Proposed Staff on Project – Use Template on Page 13 of the CFP

**Annex A-5 –Capacity Assessment Minimum Documents**

**[ ]** Complete 15 Mandatory Documents listed on Page 14 of the CFP

**Submissions**

[ ]  Submit Technical Proposal First to info.brb@unwomen.org

 Email subject and Proposal should read: CFP No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_– (Name of Organization) -TECHNICAL PROPOSAL

[ ]  Submit Financial Proposal After in separate email from Technical Proposal to info.brb@unwomen.org

 Email subject and Proposal should read: CFP No. \_\_\_\_\_\_\_\_\_\_\_\_\_– (Name of Organization) - FINANCIAL PROPOSAL