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

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

**Proposals to be Submitted by: Civil Society Organizations (Spotlight Activity 3.2.3)**

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

**Email:** [info.brb@unwomen.org](mailto:info.brb@unwomen.org)

**Issue date:** August 10, 2021

**Requests for clarifications due:** August 15, 2021 at 11:59 pm EST via [info.brb@unwomen.org](mailto:info.brb@unwomen.org)

**UNWOMEN clarifications due:** August 19, 2021 Time: 11:59 pm EST

**Proposal due date:** August 25, 2021 Time: 11:59 pm EST

**Planned award date:** August 31, 2021

**Planned contract start-date:** September 01, 2021

**Language of Proposal:** English

**Available Budget:** USD 25,000

**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 to partner with a Civil Society Organizations (CSO) to train and mentor/support champions, particularly faith-based leaders, for their visible advocacy role on Family Violence at the national level and working with other CSOs at community level.

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

**Competencies**

**Required**

Implementing Partner must be a registered Civil Society Organization. \*Please note that only not- for-profit entities will be considered.

At least 3 years’ experience implementing initiatives on gender equality and women’s rights, including the elimination of violence against women.

At least 3 years’ experience producing knowledge products and research on violence against women.

At least 3 years’ experience in the development and delivery of various types of trainings and capacity building programmes.

At least 3 years’ experience working in Guyana.

**Not Required but an Asset**

Previous experience working on United Nations-funded projects.

**Components of the Proposal**

|  |  |
| --- | --- |
| Part of proposal | **Annex B-1** Mandatory requirements/pre-qualification criteria |
| Part of proposal | **Annex B-2** Template for Proposal Submission |
| Part of proposal | **Annex B-3** Format of CVs for proposed staff |
| Part of proposal | **Annex B-4** Capacity Assessment Minimum Documents |

**ANNEX B1 - Mandatory Requirements**

Complete Table on Page 4 of CFP, including names of two references.

**Annex B2 – Template for Proposal Submission**

Complete Proposal:

Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)

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

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

Component 4: Implementation Plan (max 1.5 pages)

Monitoring and Evaluation Plan (max. 1 page)

Component 5: Risks to Successful Implementation (1 page)

Component 6: Results-Based Budget (max. 1.5 pages)

Complete and sign Page 13 of the CFP (Form to be signed by Person (s) authorised to enter into Contract with UN Women)

**Annex B3 – Proposed Staff**

Complete Curriculum Vitae (CVs) of ALL Proposed Staff on Project – Use Template on Page 14 of the CFP

**Annex B4 –Capacity Assessment Minimum Documents**

Complete and Submit 15 Mandatory Documents listed on Page 15 of the CFP