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

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

**Proposals to be Submitted by: Non-Governmental Organisations**

**Program/Project:** Spotlight Initiative – Grenada and Jamaica

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

**Issue date:** June 21st, 2021

**Requests for clarifications due:** June 25th, 2021 at 11:59 pm EST via info.brb@unwomen.org

**UNWOMEN clarifications due:** June 30th, 2021 Time: 11:59 pm EST

**Proposal due: Date: July 5th, 2021** Time: 11:59 pm EST

**Planned award date:** July 26th, 2021

**Planned contract start-date:** July 26th, 2021

**Language of Proposal:** English

**Currency of Proposal: XCD and/or JMD**

**Information Session** 23rd June, 2021 Time: 4:00pm EST Register [here](https://unwomen.zoom.us/meeting/register/tJAqcO6urDosHND8MFdRs1z6ptycxLL1u1_G).

**General Services Required**

UN Women Multi-Country Office (MCO) Caribbean is seeking to partner with an NGO to support the development of a suite of online platforms to support research around gender and women’s rights issues and to address and respond to gender-based violence. This will include, but is not limited to the following:

In Grenada, a foundation for the development of critical gender and women’s rights research, including feminist research in Grenada, Carriacou and Petite Martinique; and in Jamaica to (1) Support CSOs to develop and launch a mobile friendly website that will disseminate (i) monthly profiles (at both the parish and community levels) of analysed IPV crime and injury data; (ii) information on how to develop personal safety plans and obtain protection orders and legal aid; (iii) information on linkages to government and CSO/NGO services for victims/survivors of VAWG; and (2) support the development of national knowledge hub and clearinghouse to provide a foundation for the development of critical gender and women’s rights research, including feminist research around IPV and discrimination and exclusion. This would act as a virtual resource centre to support evidence-based and gender-responsive prevention and response approaches to ending VAWG.

Refer to CFP for details – Pages 02-03

**Competencies**

**Required**

[ ]  Implementing Partner must be a Registered Non-Governmental Organization

[ ]  At least 5 years’ experience implementing initiatives on gender equality and women’s rights, including the elimination of violence against women.

[ ]  At least 5 years’ experience producing knowledge products and research on violence against women.

[ ]  At least 5 years’ experience working in Grenada and Jamaica. Joint applications between NGOS in the target countries with proven experience working in both countries may also be accepted.

**Not Required but an Asset**

[ ]  Previous experience working on United Nations-funded projects.

**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 11-12 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 15 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 16 of the CFP

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

**[ ]** Complete 15 Mandatory Documents listed on Page 17 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