

## Annex B

### Call for Proposal (CFP) for Responsible Parties (For Civil Society Organizations- CSOs)

#### Section 1

**CFP No. 2020-01**

#### **a. CFP letter for Responsible Parties**

UNWOMEN and IOM plans to engage an (Responsible Parties) 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 UNWOMEN at the e-mail address specified below not later than **17:00** Bishkek time on **25 May 2020**.

**The budget range for this proposal should be** up to 95'000 USD for Project Output 1.2 and up to 160'000 USD for Output 2.1.

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<u>Section 1</u> <ul style="list-style-type: none"> <li>a. CFP letter for Responsible Parties</li> <li>b. Proposal data sheet for Responsible Parties</li> <li>c. UN Women Terms of Reference</li> </ul> <b>Annex B-1</b> Mandatory requirements/pre-qualification criteria	<b>Annex B-1</b> Mandatory requirements/pre-qualification criteria <b>Annex B-2</b> Template for proposal submission <b>Annex B-3</b> Format of resume for proposed staff <b>Annex B-4</b> Capacity Assessment minimum Documents
<u>Section 2</u> <ul style="list-style-type: none"> <li>a. Instructions to proponents</li> </ul> <b>Annex B-2</b> Template for proposal submission <b>Annex B-3</b> Format of resume for proposed staff <b>Annex B-4</b> Capacity Assessment minimum Documents	

Interested proponents may obtain further information by contacting this email address: [Bid.kyrgyzstan@unwomen.org](mailto:Bid.kyrgyzstan@unwomen.org)

#### **b. Proposal data sheet for Responsible Parties**

##### **Program/Project:**

Empowering women and girls affected by migration for inclusive and peaceful community development

##### **Program official's name:**

GPI project "Empowering women and girls affected by migration for inclusive and peaceful community development"

Email: [Bid.kyrgyzstan@unwomen.org](mailto:Bid.kyrgyzstan@unwomen.org)

Telephone number: +996 312 988016

Issue date: 12 May 2020

##### **Requests for clarifications due:**

**Date:** 15 May 2020

**Time:** 15:00 Bishkek time

(via e-mail) [Bid.kyrgyzstan@unwomen.org](mailto:Bid.kyrgyzstan@unwomen.org)

##### **UNWOMEN clarifications to proponents due: [if applicable]**

**Date:** 18 May 2020

**Time:** 15:00

##### **Proposal due:**

**Date:** 25 May 2020

**Time:** 17:00 Bishkek time

Via e-mail: [Bid.kyrgyzstan@unwomen.org](mailto:Bid.kyrgyzstan@unwomen.org)

##### **Planned award date:**

10 June 2020

##### **Planned contract start-date / delivery date (on or before):**

10 June 2020 – 30 April 2021

## c. UN Women Terms of Reference

### 1. Introduction

#### a. Background/Context for required services/results

UN Women was established by GA resolution 64/289 of 2 July 2010 on system-wide coherence, with a mandate to assist Member States and the UN system to progress more effectively and efficiently towards the goal of achieving gender equality and the empowerment of women. UN Women is mandated by the United Nations General Assembly to i) support inter-governmental bodies, such as the Commission on the Status of Women, in their formulation of policies, global standards and norms, ii) to help Member States to implement these standards, standing ready to provide suitable technical and financial support to those countries that request it and to forge effective partnerships with civil society, and iii) to hold the UN system accountable for its own commitments on gender equality, including regular monitoring of system-wide progress and mobilizing and convening key stakeholders to ensure greater coherence and gender mainstreaming across the UN. Since 2001 UN Women (previously as its predecessor entity UNIFEM) has implemented catalytic initiatives on promoting women's economic, political and social rights. In 2012, a full Country Office was established.

UN Women provides normative support to inter-governmental processes in terms of strengthening monitoring and accountability mechanisms for global and regional normative frameworks for gender equality and women's empowerment, including the Sustainable Development Goals (SDGs), the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW); and other relevant UN Treaty Bodies agreements, such as the Beijing Platform for Action (BPfA), UN Security Council Resolution on Women, Peace and Security 1325.

The Kyrgyz Republic has ratified major international conventions on women's rights and gender equality and occupies a leading position in the sub-region in developing national legal framework on women's rights in compliance with international standards. The Kyrgyz Republic re-affirmed the implementation of international obligations on Agenda 2030, through nationalization of Sustainable Development Goals (SDGs). It established the Coordination Committee (CC) on SDGs with engagement of national experts on key dimensions of the Agenda 2030 in governance, economy, social development, gender equality and environmental sustainability, to identify national priorities, objectives and indicators. The CEDAW and its Optional Protocol ratified in 1997 and 2007 is a binding international treaty that guarantees the equality of men and women and prohibits gender-based discrimination. The Beijing Platform for Action (BPfA) was adopted in 1995, and the National Action Plan on UN SCR Women, Peace and Security 1325 is being implemented since 2013.

The UN Women Country Office in the Kyrgyz Republic will be implementing project under the Women, Peace and Security portfolio: "Empowering women and girls affected by migration for inclusive and peaceful community development" - a joint project with IOM (leading) and ILO. This joint project proposes a comprehensive approach to promote an enabling community and policy environment conducive to women and girls' empowerment and their active engagement in peacebuilding and inclusive community development in communities affected by migration and prone to conflict in the Kyrgyz Republic, and particularly in the Southern regions of Kyrgyzstan.

The project will contribute to the empowerment of women and girls most vulnerable to migration, by improving their participation in peacebuilding and inclusive community development, enhancing their access to socio-economic opportunities and building capacities of women and girls. The target groups include: 1) girls and women vulnerable to forced migration (unemployed, divorced women and girls vulnerable to forced migration/potential future migrants); 2) returning migrant women and girls (who may be potentially forced to re-migrate). As the vulnerabilities created by migration of Kyrgyz women and girls are in most occasions a consequence of harmful gender norms shaped in society which eventually contribute to the decrease of women's agency in community development, the proposed project will be crucial and catalytic to undertake actions towards changing community attitude by promoting positive norms in support of women empowerment and recognition of women migrants' role in peaceful community development. The project will not only target migrant women and girls, but also men and boys as well as relevant community members in target locations.

The project was designed to mitigate and tolerate the risks of potential pushback from policymakers and community members who are resistant to accept changes and positive gender norms, through innovative tools and methods to engage with community members, particularly men and boys, such as the GALS (Gender Action Learning System) methodology.

As the unique initiative led by the UN in Kyrgyzstan that specifically aims at addressing the challenges of women and girls migrants in peacebuilding and community development, this project will be catalytic as it will contribute to introducing gender considerations in peacebuilding processes that involve a migration dimension at policy and legislative levels in the country, in particular through the localization of the Women, Peace and Security (WPS) agenda, identifying positive practices and their replication showcasing the recognition of women migrants' contribution to community development as well as enhancing economic opportunities for women migrants using innovative techniques.

The project is fully supported by the Kyrgyz authorities as it aims to accelerate the implementation of the 2017-2020 Peacebuilding Priority Plan (PPP) while addressing the outcomes of the review of the National Action Plan (NAP 2016-2017) on UNSCR1325 implementation, that was conducted in 2018. As such, this project will address identified critical gaps in the peacebuilding process in the Kyrgyz Republic by tackling conflict risks related to the lack of inclusion and economic opportunities for a particularly vulnerable group of women migrants in Kyrgyzstan, otherwise qualified as economic violence against women.

The expected results of the announced CFP will contribute to the Country Office Annual Work Plan **Output 3.2.1** Young women and men have increased understanding on gender equality and inclusion and how to promote respectful relationships and non-violent communication with Indicators: **KGZ\_D\_3.1.2A** Number of training participants who have increased understanding on gender equality and inclusion and how to promote it and **KGZ\_D\_3.1.2B** Percentage of gender equality advocates of those trained, who are involved in organizing gender equality advocacy initiatives at school and community level. This Output 3.2.1 is under the CO SN **Outcome 3.1** Women and men, especially youth, value social norms supporting gender equality and women's empowerment at individual and community levels with the indicator **SP 4.11.2a**: Number of countries that have, with UN Women's support, (1) conducted community activities with women and men, boys and girls on gender equality and respectful relationships.

b. General Overview of services required/results

The current call for proposal is announced to invite potential CSOs (several CSOs as a coalition can submit a joint proposal) to lead the components that work with communities and women and girls affected by migration on changing community attitude by promoting positive norms in support of women empowerment and recognition of women migrants' role in peaceful community development and on improving women's participation in peacebuilding and inclusive community development, enhancing their access to socio-economic opportunities and building capacities-of women and girls.

The applicant/s should be guided by the **Theory of change** of the project that states:

**IF** communities affected by migration and risks of violence positively perceive the role of women and girls to participate in community development and peacebuilding;

**IF** women and girls living in communities affected by migration are empowered and equipped with knowledge and skills to protect their political, economic and civic rights, and provided with access to resources, decent work and sustainable livelihood opportunities and **IF** women and girls returning to their home communities are provided with opportunities for better inclusion and livelihoods;

**IF** national and local authorities are equipped to apply socially inclusive approaches in policymaking and implement gender-responsive peacebuilding at the local level in target communities;

**THEN** women and girls in communities that are affected by migration and risk of violence can meaningfully be included in the political, economic and social life of their societies, take part in inclusive community development and peacebuilding, which will help mitigate the challenges for women and girls at highest risk

**BECAUSE** community members will break down/change existing harmful gender norms and recognize girls and women's role in community development and peacebuilding;

**BECAUSE** national and local authorities will better understand challenges that migrant women and girls face and the role and contributions that migrant women and girls can have in the peacebuilding process;

**BECAUSE** national and local authorities will be more inclined and able to design and implement national policies and legislation that are more inclusive and gender-sensitive;

**BECAUSE** women and girls will be economically and socially empowered and have agency/be enabled to make informed decisions and participate in decision-making at community level.

The project will be implemented in **six** target municipalities of southern provinces of Kyrgyzstan (Batken, Jalal-Abad and Osh, and one out of six municipalities could be from Talas following recommendation by the state authorities, it is under discussion with national counterparts – TBC) since according to State Migration Service, Batken, Jalal-Abad and Osh provinces have the biggest migration outflows of women and girls migrants. Two municipalities in each province will be selected in collaboration with national partners based on following criteria: localities with biggest outflow of migration, prone to conflict, and decreased women's representation in local councils.

In total, the project will target 6,000 beneficiaries (60% women, 40% men) including men and boys as one of the gender norm holders to be engaged within awareness-raising activities, of which 1,500 girls and women will be directly involved within project interventions. Community population to be engaged during whole project cycle including needs assessment, identifying target groups of women and girls migrants, awareness raising activities and joint implementation of peacebuilding activities inclusive to women migrants' participation. Local stakeholders (local government and authorities, local NGOs) will be engaged from the very beginning of the project, but most importantly when developing LAPs on WPS Agenda and joint implementation of peacebuilding activities along with women and girls migrants. National stakeholders to be engaged when developing draft of State Migration Policy to be gender sensitive towards women migrants and during capacity building workshops to understand the needs of women migrants.

## 2. Description of required services/results

The potential Responsible Party/ies (RP/s) will contribute to:

**Project Outcome 1.** *Target communities recognize and support women and girls' role and contribution to peacebuilding and community development, that will facilitate the knowledge sharing to light the local positive social practice to empower women migrants and positive perception within the target communities and wider networks about the role of women and girls affected by migration to participate in community development and peacebuilding, and show how gender relations change over the time.* **Outcome Indicator 1a:** Proportion (%) of the population (men and women) in support of gender equality and who stand against harmful gender norms towards women in migrant communities. Baseline: TBD. Target: 10% increase. And **Outcome Indicator 1 b:** Percentage of target community members (men and women) who believe that women affected by migration play a positive role and contribute to peacebuilding and community development. Baseline: TBD. Target: 30% increase.

**And Project Outcome 2.** *Women and girls in communities affected by migration are empowered politically, economically and socially to protect their rights and participate in peaceful community development, that will ensure women and girls affected by migration in target communities are equipped with knowledge and skills to effectively advocate for their basic rights and have an improved access to economic opportunities to strengthen their financial capabilities through specific skills development scheme. Being involved in self-help groups will create and reinforce new positive values in gender relations. This will enhance meaningful participation of women and girls affected by migration in the community development and peacebuilding.* **Outcome Indicator 2 a:** Percentage of women from the target group participating in peacebuilding initiatives. Baseline: 0. Target: 50%. **Outcome Indicator 2 b:** Percentage of women from the target group who refer to social services for protection of their rights. Baseline: TBD (local governments). Target: 15% over baseline. **Outcome Indicator 2 c:** Percentage of women from target groups with increased access to economic and community development opportunities. Baseline: TBD. Target: 30%.

Specifically, the RP/s will be responsible for the following results with their indicators:

**Project Output 1.2.** *Target communities increase awareness on harmful attitudes and practices of gender norms towards women and girls in migrant communities.*

**Output Indicator 1.2.1.** Availability of localized assessment on positive and negative gender norms towards women and girls affected by migration in targeted communities. Baseline: No report. Target: Assessment report

**Output Indicator 1.2.2** Number of community members applying GALS tools to re-negotiate power relations within families and address harmful gender norms and attitudes. Baseline: 0. Target: 1,200 individuals.

In order to foster a positive change in attitude within the target communities related to gender equality and women's empowerment, the proponent/s should consider innovative participatory tools/approaches that would identify and engage positive gender norm holders in all six target communities, e.g. through Gender Action Learning System/GALS<sup>1</sup> methodology or Positive Deviants approach<sup>2</sup> or any other. The proponent/s should be able to facilitate this process in such a manner that communities in target municipalities could identify themselves harmful attitudes and practices against women and girls affected by migration; discover and disseminate local solutions that already exists within the community to address those negative gender norms and monitor the changes happening. Any proposed methodology with data collection tools should be agreed with UN Women; later information needs to be collected and analysed in a form of an assessment report on positive and negative gender norms towards women and girls affected by migration in targeted communities.

After identification, the proponent should be able to implement GALS in pilot communities with support of those identified positive norm holders to address harmful gender norms and attitudes towards women and girls affected by migration. Those positive norm holders should be able to disseminate their solutions, redirecting attention from "what's wrong" to "what's right", to the broader community including men and boys, as well as other family and community members. Besides, the Proponent/s should engage community to monitor the progress in recognizing the contribution of women affected by migration into the community development. The project was designed to mitigate and tolerate the risks of potential pushback from policymakers and community members who are resistant to accept changes and positive gender norms, through innovative tools and methods to engage with community members, particularly men and boys, such as the GALS methodology. Each following key activity needs to be unpacked with clear scope of work, timeline and budget.

<sup>1</sup> GALS is a community-led empowerment methodology geared towards motivating people to participate; strengthening gender relations; promoting skills for participatory and collaborative interaction; effective listening and leadership skills; cooperation between women and men; and strategic thinking and planning. The main overarching goal of GALS is to promote a sustainable gender equality movement, not just by building theoretical diagrams or utilising different teaching methods, but rather through a more participatory approach where ownership lies in the hands of the participants. The methodology is aimed at generating open discussions in society around gender, in order for all people to equally recognize that they must make major gender related changes in their country to ensure equal treatment and conditions for men and women. More information is available at <https://gamechangenetwork.org/methodology/gals>

<sup>2</sup> The PD approach is used to bring about sustainable behavioral and social change by identifying solutions already existing in the system and promotes further change by ensuring the community creates its own criteria for success and monitors progress. More information is available at <https://positivedeviance.org/>

**Key Activity 1.2.1** Identify and engage positive gender norm holders around women and girls in migrant communities in target communities to promote attitudes and behaviour in support of gender equality and women empowerment

**Key Activity 1.2.2** Implement GALS (Gender Action Learning System) in six pilot communities to address harmful gender norms and attitudes towards women and girls in migrant communities through existing in the target communities positive social norms that are practiced by the community members, both by women and men

**Project Output 2.1.** *Women and girls in target communities are equipped with knowledge and skills to effectively advocate for their rights.*

**Output Indicator 2.1.** Percentage of women and girls from target communities who are equipped with knowledge and skills on how to advocate for their rights. Baseline: TBD (baseline). Target: 20% increase over the baseline (approximately 300 women to be covered)

**Output Indicator 2.1.2.** Percentage of increased knowledge among training participants on HR, safe migration, GE and WPS agenda and labour rights. Baseline: TBD (pre-test). Target: 25% increase over the baseline

**Output Indicator 2.1.3.** Number of initiatives implemented by women and girls affected by migration within awareness raising and advocacy campaigns on gender equality. Baseline: 0. Target: 20 (with engagement of 1500 women and girls, including those participating in Output 1.2)

**Output Indicator 2.1.4.** Number of peacebuilding initiatives implemented by women affected by migration. Baseline: 0. Target: 6 (with engagement of 1500 women and girls, including those participating in Output 1.2)

In order to empower and strengthen capacities of women and girls affected by migration, this output will focus on awareness raising and capacity strengthening activities for targeted groups of women and girls by organizing them in self-help groups, conducting thematic trainings human rights, safe migration, gender equality and WPS agenda, labour rights and awareness-raising and advocacy campaigns on gender equality in their communities, and implementing joint peacebuilding initiatives in support of Local Action Plans (LAPs) that focuses on localization of women, peace and security agenda within the National Action Plan on implementation of the UNSCR 1325 on the community level. The proponent/s should be flexible and adaptive enough to let the target group of women and girls to learn, organize their formal or informal self-help groups for peer to peer learning and embrace changes. The proponent/s is/are advised to consider the current COVID-19 crisis context and its impact particularly on women and girls affected by migration while developing their proposal. The proponent/s should be open for new adaptive approaches throughout the project duration to reflect and identify the real work that must be attended to/adapted for the change to happen, including engaging the target communities in monitoring the progress, ITC solutions as the social distancing recommendations might be extended for certain areas of the country among others. Each following key activity needs to be unpacked with clear scope of work, timeline and budget.

**Key Activity 2.1.1** Organize self-help groups for women and girls including returnees (in all target municipality with engagement of 1500 women and girls in total, including those participating in Output 1.2)

**Key Activity 2.1.2** Conduct 2-day trainings on human rights, safe migration, gender equality and WPS agenda, labour rights to strengthen capacities of women and girls (about 300 women to be covered by trainings, 50 in each municipality)

**Key Activity 2.1.3** Conduct awareness-raising campaign on gender equality and organize advocacy activities with women and girls (with engagement of 1500 women and girls, including those participating in Output 1.2)

**Key Activity 2.1.4** Organize and implement community level joint peacebuilding initiative by women affected by migration in support of Local Action Plans/LAPS (with engagement of 1500 women and girls, including those participating in Output 1.2)

The RP/s will be working in close coordination and partnership with the UN Agencies implementing this project, Project team, experts and particularly, other RP/s within different Outcomes for complementary and closely coordinated actions, as well as to ensure the target groups go through all chain of interventions related to economic empowerment activities, Local Action Plans (LAPs) on gender-responsive peacebuilding in line with NAP on UNSCR 1325, as well as in public outreach and policy recommendations formulations to Migration Policy implementation framework and NAP on UNSCR 1325. The RP/s will be responsible for achievement of all respective Output level indicators, which needs to be accordingly reflected and costed in the Technical part of the proposal submission under the **Component 2: Expected Results and Indicators**. As mentioned above the RP is encouraged to be open for learning and new conceptual frameworks, particularly about adaptive leadership framework that challenges people's mindsets, behaviours, priorities, norms, and habits.

### 3. **Timeframe: Start date and end date for completion of required services/results**

The Project Cooperation Agreement will start on 10 June 2020 with duration until 30 April 2021.

**4. Competencies:**

**a. Technical/functional competencies required;**

UN Women in close coordination with IOM and ILO plans to engage Responsible Party/ies, civil society organizations (CSOs) that have gender equality and women's rights set as one of the organization's goals in Statute (women's CSOs), that are legally registered in Kyrgyzstan and have specialized knowledge, expertise and track record of working on gender equality and women empowerment

- Women's CSOs and civil society organization/associations with proven experience in promoting GEWE issues in the context of peacebuilding or sustainable development or migration
- Proven experience in management/implementation of projects related to women empowerment and/or gender equality;
- Proven experience in building the capacity of various stakeholders through innovative tools and approaches;
- Partnership quality will be a key consideration during the evaluation of the proposals. Applicants should demonstrate that their organisation and proposed partners have relevant expertise;
- Languages: Fluent Kyrgyz and Russian. Working level of English. Knowledge of Uzbek would be an asset.

**b. Other competencies, which while not required, can be an asset for the performance of services**

- Good knowledge of gender equality and women's rights issues, as well as needs of vulnerable and multi-discriminated groups of women;
- Knowledge of migration issues in the context of Kyrgyzstan, and the socio-economic impact of COVID-19 to migrants;
- Knowledge and practice of GALS methodology
- Knowledge on Kyrgyzstan legal framework related to gender equality;
- Experience working with international organizations or international projects

**Important Notes:**

Each application can only be submitted by a single organisation.

The applicant must be legally registered in Kyrgyzstan as a non-profit organization/association.

Proposals from more than one organisation or entity must clearly indicate which organisation will take lead responsibility for project management and contractual obligations.

UN Women and IOM will sign contracts with and disburse funds to the applicant organisation only.

Eligible organisations currently partnering with UN Women may apply under this Call for Proposal.

**Annex B-1**  
**Mandatory requirements/pre-qualification criteria**  
**[To be completed by proponents and returned with their proposal]**

**Call for proposal**

**Description of Services:** Lead the *components that work with communities and women and girls affected by migration on changing community attitude by promoting positive norms in support of women empowerment and recognition of women migrants' role in peaceful community development and on improving women's participation in peacebuilding and inclusive community development, enhancing their access to socio-economic opportunities and building capacities-of women and girls*

**CFP No. 2020-01**

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 <sup>3</sup>	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 the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) <sup>4</sup> .	
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), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

<sup>3</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>4</sup> [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

## Section 2

### CFP No. (To be filled in by UN Women)

#### a. Instructions to proponents (Responsible Parties)

##### 1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 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.
- 1.6 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, 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.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at [info@unwomen.org](mailto:info@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

##### 2. Cost of proposal

- 2.1 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

- 3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-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 B-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.

##### 4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection 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.
- 4.2 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.

##### 5. Clarification of CFP documents

- 5.1 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.
- 5.2 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.

## **6. Amendments to CFP documents**

- 6.1. 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.
- 6.2. 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.

## **7. Language of proposal**

- 7.1 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 Russian with translation into English.
- 7.2 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.

## **8. Submission of proposal**

- 8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) in one email. with the CFP reference 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: [Bids.kyrgyzstan@unwomen.org](mailto:Bids.kyrgyzstan@unwomen.org)
- 8.2 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.
- 8.3 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.
- 8.4 **Late proposals:** Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

## **9. Clarification of proposals**

- 9.1 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.

## **10. Proposal currencies**

- 10.1 All prices shall be quoted in (local currency) KGS [To fill in] \_\_\_\_\_
- 10.2 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.
- 10.3 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

## 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 a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN and IOM 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	<b>Proposal is compliant with the Call for Proposal (CfP) requirements</b>  The proposal is submitted in Russian and English, followed the structure of the CFP, all supporting documents are well-structured and presented	15 points
2	The Organization's mandate is relevant to the work to be undertaken in the TORs ( <b>Output 1.2 and 2.1</b> ) <ul style="list-style-type: none"> <li>• Nature of the proposing organization, has gender equality and women's rights set as one of the organization's goals in Statute (women's CSOs), that are legally registered in Kyrgyzstan and have specialized knowledge, expertise and track record of working on gender equality and women empowerment</li> <li>• Overall mission and purpose of the organization</li> <li>• Core programs/service and target population</li> <li>• Organizational experience and proven experience in promoting GEWE issues in the context of peacebuilding or sustainable development or migration</li> <li>• Proven experience in management/implementation of projects related to women empowerment and/or gender equality;</li> <li>• Proven experience in building the capacity of various stakeholders through innovative tools and approaches, including through ICT solutions</li> </ul>	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 <ul style="list-style-type: none"> <li>• Organization's approach (how does the organization deliver its projects/programs/services and monitors its results)</li> <li>• 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; clarity of the approaches in achieving the expected results;</li> <li>• Overview of Organization's capacity relevant to the proposed engagement, management arrangements required for services including in M&amp;E and reporting; Applicant/s demonstrates that its/their organization and proposed partners have relevant expertise</li> <li>• Overall governance/management structure of the organization, including gender elements.</li> <li>• Proposed staffing (number and expertise) for the services to be delivered</li> <li>• Knowledge of migration issues in the context of Kyrgyzstan, and the socio-economic impact of COVID-19 to migrants</li> <li>• Knowledge and practice of GALS methodology</li> <li>• Knowledge on Kyrgyzstan legal framework related to gender equality</li> </ul>	35 points
	<b>TOTAL</b>	<b>70 points</b>

## 11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

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  $(\$10.00/\$20.00) \times 30$  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	<b>Annex B-1</b> Mandatory requirements/pre-qualification criteria
Part of proposal	<b>Annex B-2</b> Template for proposal submission
Part of proposal	<b>Annex B-3</b> Format of resume for proposed staff
Part of proposal	<b>Annex B-4</b> Capacity Assessment minimum Documents

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.

**13. Format and signing of proposal**

13.1 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.

13.2. 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 in close coordination with IOM 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 11 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

## Annex B-2

### Template for proposal submission

Call for proposal  
Description of Services:  
CFP No.2020-01

#### Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-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.

#### 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 aligned to the Project Results Framework (enclosed to this CFP).

**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 implementing M&E activities in relation to results indicators at the output and outcome levels, 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 and in relation to relevant project results and indicators
- 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/ICT related involved fails to work as projected) and external factors (for example, COVID-19 related measures, like social distancing; or upcoming elections; or political instability, or community resistance, etc). 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 costs which 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 would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
- The budget could include “Support Costs”: those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
- “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 4% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
- 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.

<b>Result 1 (e.g. Output 1.2)</b> Repeat this table for each result.					
<b>Expenditure Category</b>	<b>Year 1, [Local currency]</b>	<b>Year 2, [Local currency]</b>	<b>Total, [local currency]</b>	<b>US\$</b>	<b>% Total</b>
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
5. Other costs <sup>5</sup>					
6. Incidentals					
7. Other support requested					
8. Support Cost (not to exceed 4% or the relevant donor %)					
<b>Total Cost for Output 1.2</b>					

<sup>5</sup> “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_

<b>Result 1 (e.g. Output 2.1)</b> Repeat this table for each result.					
<b>Expenditure Category</b>	<b>Year 1, [Local currency]</b>	<b>Year 2, [Local currency]</b>	<b>Total, [local currency]</b>	<b>US\$</b>	<b>% Total</b>
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
5. Other costs <sup>6</sup>					
6. Incidentals					
7. Other support requested					
8. Support Cost (not to exceed 4% or the relevant donor %)					
<b>Total Cost for Output 2.1</b>					

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 and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

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

(Signature)

(Printed Name and Title)

(Date)

<sup>6</sup> "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 B-3**  
**Format of resume for proposed staff**

**Call for proposal**  
**Description of Services:**  
**CFP No 2020-01**

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 B-4

### Capacity Assessment minimum Documents

**(to be submitted by potential Responsible Parties and submission assessed by the reviewer)**

Call for proposal  
Description of Services:  
CFP No. 2020-01

#### Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statutes 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 which is consistent with UN women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin <a href="#">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

#### 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	