

Annex A

Call for Proposal (CFP) Template for Implementing Partners (For Civil Society Organizations- CSOs)

Section 1

CFP No. 2020-04

a. CFP letter for Implementing Partners

UNWOMEN plans to engage an (Implementing Partner) as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents (NGOs, research and or academic institutions, business associations) for providing the requirements as defined in the UNWOMEN Terms of Reference (see Point C).

Proposals must be received by UNWOMEN at the address specified **not later than 10:00 am on 24 July 2020**.

The budget range for this proposal should be maximum USD 67 000 (or equivalent to KGS as per United Nations Operational Rate of Exchange)¹. USD 20 000 should be budgeted for micro-grants on organizational development to JP RWEE partners. Budget must be presented in national currency, KGS as per United Nations exchange rates (visit <http://treasury.un.org/>). UN Women refers to the UN exchange rate.

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p>Section 1</p> <ul style="list-style-type: none"> a. CFP letter for Implementing Partners b. Proposal data sheet for Implementing Partners c. UN Women Terms of Reference <p>Annex A-1 Mandatory requirements/pre-qualification criteria</p> <p>Section 2</p> <ul style="list-style-type: none"> a. Instructions to proponents <p>Annex A-2 Technical proposal submission form</p> <p>Annex A-3 Financial proposal submission form</p> <p>Annex A-4 Format of resume for proposed staff</p> <p>Annex A-5 Capacity Assessment minimum Documents</p>	<p>Annex A-1 Mandatory requirements/pre-qualification criteria</p> <p>Annex A-2 Technical proposal submission form</p> <p>Annex A-3 Financial proposal submission form</p> <p>Annex A-4 Format of resume for proposed staff</p> <p>Annex A-5 Capacity Assessment minimum Documents</p>

Interested proponents may obtain further information by contacting this email address: bids.kyrgyzstan@unwomen.org

b. Proposal data sheet for Implementing Partners

Program/Project:

Women's Economic Empowerment

Program official's name: Joint Programme "Rural Women's Economic Empowerment"

Email: bids.kyrgyzstan@unwomen.org

Telephone number: (+996) 312 98 80 16

Issue date: 01.07.2020

Requests for clarifications due:

Date: 20.07.2020 **Time:** 10:00

(via e-mail) bids.kyrgyzstan@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 22.07.2020 **Time:** 18:00

Proposal due:

Date: 24.07.2020 **Time:** 10:00 am (Bishkek local time)

Planned award date:

31.07.2020

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

10.08.2020

c. UN Women Terms of Reference

1. Introduction [Please elaborate]

a. Background/Context for required services/results

The necessary services are required within one of UN Women Country Office's joint programmes, which focuses on rural women's economic empowerment in Kyrgyzstan, Joint Programme "Acceleration of Rural Women's Economic Empowerment" (JP RWEE). The programme was launched as part of a global initiative involving seven countries, launched by the Executive Heads of UN Women, FAO, IFAD, and WFP in October 2012.

The partnership of four UN agencies has allowed for a multi-dimensional and mutually reinforcing approach to economic empowerment of rural women using their comparative advantage and expertise: FAO's technical assistance on agricultural technology and extension support; IFAD's experience in innovative approaches for M&E and household development; WFP's food assistance and nutrition interventions and value chain development; and UN Women's technical expertise on women's economic empowerment, and its policy work for gender-responsive environment.

The programme has been designed as a 5-year initiative 2012-2017 with further extension in 2018-2020, first allocation of funding being received in 2014. During the first phase (2012-2017), JP RWEE interventions focused on providing access to affordable starting capital in their communities through establishment of revolving funds; to work through women's self-help groups and strengthen women's activism at the community level, as well as public speaking skills for candidates to local councils; to use household methodologies for joint planning and negotiation of fairer distribution of care work within households; and building skills for running income-generating activities, and provision of high quality inputs for increased agricultural productivity. During first phase programme covered 2,731 (2,710 women and 21 men) beneficiaries. Until now, the Programme directly targeted 3, 423 beneficiaries and will target 1,900 in 2020 and continue strengthening the institutional sustainability of the established women's Producer Organizations and SHGs.

Background of the producer organizations (two cooperatives and two public associations)

Since its commencement the Programme helped women unite into self-help groups (SHGs) of 5-10 in each programme village. These groups benefit from activities of the four participating UN agencies in the form of access to quality agricultural inputs, nutrition, leadership and gender-sensitization training, access to revolving funds, food items. Later, the SHGs have grown into village-level Associations of Self-Help Groups (ASHG), which implemented a set of activities to improve the economic status of their members by allocating funds from revolving funds to stimulate practical economic activities of rural women, supporting agricultural and entrepreneurial activities run by rural women.

The ASHGs established in 2015 united into **four province-level producer organizations** – two cooperatives and two producer associations. The main goal of helping women unite into producer organizations was to address the issues of economic sustainability, small land plots and low productivity of agricultural activities.

The province-level POs established in 2016-2017 were providing services for 1,500 rural women to access revolving funds, quality agricultural inputs, extension services, information and joint processing and marketing:

1. Trade and Service Cooperative (TCK) "Kadam" in Jalal-Abad province
2. TCK "Iskra" in Osh province
3. Association of Jamaats (AJ) Bar El in Naryn
4. Public Union "Taaji" in Chui province

The cooperatives don't include all SHGs, which are located in the province, as members of the cooperatives. The cooperatives are established and maintained by activists/community members, who may not necessarily be in a SHG. However, a select number of SHGs use services, consultations of the cooperatives. The geographical coverage of the four POs is presented in Annex 1.

b. General Overview of services required/results

Purpose of assessment

The purpose of the exercise is to assess the performance of two cooperatives and two producer associations and develop recommendations and phase-out action plan based on the assessment results in order to guide the implementing UN agencies in making appropriate interventions for improvement of POs' performance and identification of the necessary actions for the phase-out stage of the Programme.

Under the overall supervision of National programme officer of UN Women and day-to-day work of the UN Women JP RWEE Community Development Specialist, and coordination with the focal points of partner UN agencies (WFP, IFAD and FAO), an organization (further contractor) will conduct an organizational assessment to fill the information gap about the level of PO's **organizational capacities** (human resources, capital/financial resources, infrastructure, quality of participation), **organizational motivation** (vision & mission, culture), **governance mechanisms** (accountability, transparency) and interaction with the **external environment** (political, economic, social-cultural and technological), and **business performance** focusing on their growth trends and sustainability.

Besides contractor will conduct **mobilization of SHGs from 2nd and 3rd cohorts** into 2 PO's in the South of the Kyrgyz Republic and based on the organizational analysis of four PO's will support on **creation of a women's producer organization** in the Batken province.

In 2019 IFAD piloted the innovative GALS BALI methodology (gender Action Learning System – Business Action Learning for Innovation), experimenting with its use with two cooperatives, "Kadam" and "Iskra" cooperatives and two associations "Taaji" and "Bar El" in the

context of the JP RWEE. GALS BALI was found to improve organizational management by engaging its members to the joint work and make the members feel more responsible and ownership for common goals. Therefore, the hired entity conducting assessment should also properly document actual GALS BALI results on “Kadam” and “Iskra”, “Taaji” and “Bar El” vis-à-vis the other POs – along all dimensions of assessment (capacities, motivation, ability to link up with the external environment and business performance).

2. Description of required services/results [Please elaborate]

Activity 1. Develop methodology of the assessment, including timeline, and present it to the JP RWEE agency focal points before the start of the field/on-line work.

At the stage of expression of interest, a detailed technical proposal including a description of the conceptual framework planned for undertaking the organizational assessment needs to be submitted.

The description should clarify how the contracted organization intends to approach the task, **a timeline/work plan, methods of data collection and analysis**. After being selected, the selected organization will be given time to present conceptual framework or inception report to ensure that assignment is well understood. Without presenting the methodology, the contracted organization must not start the fieldwork.

Methodology

All staff assigned to the JPRWEE programme should be actively engaged in the assessment process. It will be required to review: the available POs’ plans and reports, monitoring reports, policies and secondary information in relation to cooperatives and farmer organizations in general. The organization will adopt a combination of participatory tools and methodologies and group discussion methods to promote participation and buy-in; coordinate and work closely with the JP RWEE partners for the entire assessment process.

The evaluation should employ mixed methods including qualitative data collection methods and analytical approaches and should ensure participatory and inclusive processes that are culturally appropriate. Methods should include but are not limited to:

- Desk review of relevant documents such as programme documents, PO progress reports, financial records, meeting minutes and monitoring reports, and secondary research data related to the establishment and development of cooperatives/producer associations
- Online/in-person consultations and discussions with directors and members of the cooperatives/producer organizations, focal points from UN Women, FAO, WFP, IFAD, and implementing partner NGOs
- Through field visits or on-line platforms and tools (if there will be restrictions to movement) to conduct semi-structured interviews, focus group discussions, surveys with directors and members of the cooperatives/producer organizations

The proposed approach and methodology must be considered as flexible guidelines rather than final requirements, and the assessing company will have an opportunity to make their inputs and propose changes in the assessment design.

Activity 2. Conduct the Organizational Performance Assessment based on the abovementioned holistic approach and among others - but not exclusively - address the following aspects:

- Analyze how and why undertaken actions on tackling challenges did help or did not help
- Identify factors and activities which would tackle challenges and stimulate growth and sustainability of the organizations

Organizational Capacities

Financial Capacity – to achieve, sustain and increase financial viability

- Analyze existing rules, regulations and governance mechanisms of each PO.
- Map activities undertaken by four organizations since their establishment.
- Carry out a cost-benefit analysis of the investments and key income generating activities undertaken by the producer’s organization.
- Map and analyze general meetings of four POs.
- Identify whether members are aware of their roles within four POs.
- Identify success factors of each PO and added value for its members.
- Evaluate the production and marketing plans of the cooperatives in relation to their investments and business plans and assess whether they take (re)investment and depreciation into account.
- Does the cooperative/association make benchmarks and comparisons of the progress achieved?
- Identify existing obstacles and challenges faced by four organizations.
- Present what has been done by organizations themselves in order to tackle with obstacles and challenges.
- Present set of trainings undertaken by members of four organizations.
- Present lessons learnt by members of four organizations.

External Environment (Political, Economic, Social-cultural, Technological)

- Assess the POs' relations with economic stakeholders and policymakers
- Assess the POs' ability to link with companies, government programmes and other economic opportunities
- Assess the POs' vision on how it can benefit from national advocacy platforms and how to ensure a strong tie with such.
- Assess the POs' advocacy committees in terms of their activeness in mediating members/non-members' interests and access to assets, rights, etc.
- Assess the POs' capacity to serve as a platform to alleviate poverty for the entire local community (and not only members).
- Assess the POs' policy in terms of inclusion of vulnerable groups of the population in its activities and among its members (young women, people with disabilities).
- Assess the POs' access to government resources (e.g., funding, land) and their actual use by the POs.
- Evaluate the available partnerships and networks of the POs in enhancing sustainability of the cooperatives/associations.

Organizational Motivation

On the level of the PO staffs and members

- Assess the PO staffs' and members' understanding of the mission and vision of their POs.
- *Is there a clear mission that drives the behavior of staff/members? Does the cooperative/association members have a strong "sense of unity", set of values and common goals?"*
- Assess the POs' membership benefits in terms of members' satisfaction and potential to attract new members.
- Assess whether the POs provide security to members *by allowing them to convert individual risks into collective risks (without hampering the financial health of the cooperative/association)?*
- Assess the POs' policy and practice in promoting and facilitating young women's and vulnerable groups' participation and representation in the decision-making process within the cooperative/association.
- Assess the POs' corporate culture in terms of learning, facilitation of experience-sharing among staff/members.

Engagement in environmentally sound practices

- Assess the use of sustainable practices among cooperative members
- Assess the extent to which the undertaken activities and advocacy efforts support environment-sensitive practices? (e.g. to what extent are chemical pesticides, chemical fertilizers, etc. used/promoted/advocated for? To what extent are mono-cropping and other soil degrading practices used by PO members and promoted by POs or its members?)
- Determine whether the business operations have been adjusted to climate change considerations. *To which extent does the cooperative/association engage in not only "climate-change reaction" (=adapting to climate change, for example by using irrigation or cultivating dry-resistant crops) but also engage in "climate-change pro-acting" activities (=activities that regenerate the environment)?*

Financial capacity and business performance

- Analyze accounting policy and systems of each PO.
- Assess compliance of each PO with accounting policy.
- Examine the existence of books, general ledger, balance sheets and relevant financial statements. Examine and analyze records, reports, operating practices and documentation.
- Present history of development of revolving funds. Present how revolving funds were allocated. Identify to which activities and initiatives revolving funds were allocated Analyze based on which criteria initiatives were funded. Determine the current amount of revolving funds of each PO.
- Present the plans of POs for further development of revolving funds. Present how revolving funds were spent apart from funding economic initiatives.

Activity 3. Develop PO's **organizational development plans** which would allow further development and sustainability of two cooperatives and two public associations. Namely:

- Based on analyzes of findings of self-assessment including success factors, identified needs and gaps facilitate the joint discussion for elaboration of detailed action plans for further development of 4 organizations.
- Suggest recommendations for increasing the POs' financial self-reliance.

Activity 4. Develop a phase-out action plan for the JP RWEE in relation to the four producer organizations.

An action plan (for the period of 2020 – 2021) is expected to be developed based on the assessment of results in order to guide the implementing UN agencies in making appropriate interventions for improvement of POs' performance and identification of the necessary actions for the phase-out stage of the Joint Programme. Based on findings of Organizational Performance Assessment and elaborated Organizational development plan Contractor will conduct online at least 6 trainings for organizational development of POs.

Also, PO's will be supported by small grants for organizational development, including improvement of revolving fund services for rural women SHGs. Contractor will be mentoring PO's in development project proposal on organizational development needs.

Activity 5. To mobilize SHGs from 2nd and 3rd cohorts to join POs in Osh and Djalal-Abad provinces

To provide for the sustainability of the SHGs of the 2nd and 3rd cohorts, they will be encouraged to join the four established POs. With this purpose it is necessary to conduct field visits to target villages of JPRWEE from 2nd and 3rd cohort. It is necessary to conduct consultations with UN Women's Consultant on social mobilization of JPRWEE project and with implementing partners from 2nd and 3rd cohorts in target villages where SHGs demonstrate interest to join to PO's.

Activity 6. To support creation of a women producer's organization in Batken province.

To ensure sustainability of SHGs formed during 2nd and 3rd cohorts in Batken province and who act nowadays and show interest to become women producers' organizations contractor should assist in creation of a women producer's organization- cooperative. Lessons learned from analyses of Organizational Performance Assessment of 4 PO's (from 2nd activity) will be taken into consideration during the registration of a cooperative. Contractor will conduct at least 2 three- day trainings related to cooperative and intensively mentoring on its activity and development. Established cooperative will be supported by small grants for organizational development, including establishment of revolving fund services for rural women SHGs. Contractor will be mentoring PO's in development of a project proposal on organizational development needs.

Activity 7. Conduct specialised training for SHGs on small-scale businesses, supported from revolving fund.

Conduct at least 6 specialised trainings on 6 directions of businesses (for example bakery, sewing, poltry etc.), based on needs of SHGs. Contractor will develop training programs, handouts, pre and post tests for each training in Kyrgyz and Russian, prepare a schedule and venue for training, and provide them to UN Women for approval. After receiving approval, Contractor will conduct training for the POs on province level/online in Kyrgyz language.

Activity 8. Present the work results.

Present the key results of the organizational assessment of the four producer organizations, developed growth and sustainability plans, and the phase-out plan for the joint programme in relation to the four producer organizations to the JP RWEE staff, assessed producer organizations, including a selected number of SHGs and Implementing Partners. During the presentation, the organization should allocate one session on growth and sustainability plans, which will allow representatives of the assessed organizations to have a more in-depth understanding of implementation of the plans.

The presentation should last one day. UN Women will provide financial, organizational and logistical support to arrange the presentation. However, the company covers on its own any fees of their specialists incurred with the presentation preparation

All activities listed above as part of this Call For Proposal, should take into account the restrictions and protocols in place relating to COVID and therefore online meetings and other interactive activities should be planned for accordingly within the submitted proposal.

3. Timeframe: Start date and end date for completion of required services/results [Please elaborate]

Activity	Deliverables	Timeframe/estimated # of days	Instalment
<p>Activity 1. Activity 1. Develop methodology of the assessment, including timeline, and present it to the JP RWEE agency focal points before the start of the field/ online work</p>	<p>Deliverable 1. Methodology of the assessment, including a timeline, presented for JP RWEE staff's approval</p> <p>1.1 Assessment methodology, reviewed and approved by JP RWEE staff</p> <p>1.2 Assessment timeline, including detailed field/online work timeline</p>	<p>By August 31, 2020</p>	<p>1st , Instalment, 40 % of the total payment upon approval of Activity 1</p>

<p>Activity 2: Carry out the Organizational Performance Assessment</p>	<p>Deliverable 2. Report on the Organizational assessment of four POs taking into consideration the findings of the fieldwork</p> <p>2.1. Deliverable: Assessment report includes analysis of POs' overall organizational development levels.</p> <p>2.2 Deliverable: Growth and Sustainability gaps and challenges have been identified</p>			
<p>Activity 3. Elaborate Organizational development plans which would allow further development and sustainability of two cooperatives and two public associations</p>	<p>Deliverable 3. Organizational development plans for four producer organizations (POs) developed, including capacity building plan.</p>	<p>By October 15, 2020</p>	<p>2nd instalment, 50 % of the total payment upon approval of Activity 3-6</p>	
<p>Activity 4. Based on the Organizational Assessment of four producer organizations develop a phase-out action plan for the JP RWEE in relation to the four producer organizations</p>	<p>Deliverable 4.1. JP RWEE Phase-Out Plan for POs is developed</p> <p>Deliverable 4.2. PO's supported in organizational development through trainings and project proposals for grant support</p> <p>Deliverable 4.3. Provide interim report on conducted activities in Russian, including:</p> <ul style="list-style-type: none"> - Report on organizational assessment - Organizational development plans - Phase outplan - Report on at least 6 conducted trainings on organizational development - Project proposals of at least 4 PO's 			
<p>Activity 5. To mobilize SHGs from 2nd and 3rd cohort and to join to PO's in Osh, Djalal-Abad, Batken and newly mobilized SHGs in Naryn provinces</p>	<p>Deliverable 5. At least 65 SHGs joined into 4 POs.</p> <p>5.1. Minutes on the decision to join POs developed by SHGs.</p> <p>5.2. List of SHGs joined PO's</p> <p>5.3. Minutes/application on including to membership into POs developed and accepted.</p>			
<p>Activity 6. To support on creation of women producer's organization – cooperative in Batken province.</p>	<p>Deliverable 6.1. Women producers organization – cooperative established and registered</p>			

		Deliverable 6.2. Sustainability plans for established producer organization developed		
	Activity 7. Conduct at least 6 specialised trainings	Deliverable 7. Report on at least 6 conducted specialised trainings for SHGs	By January 30, 2021	3 rd instalment, 10 % of the total payment after approval of Activity 7-8
	Activity 8. Presentation of the work results.	Deliverable 8. Presentation of a) organization performance findings, b) Growth and Sustainability plan and c) the Phase-out plan for representatives of the four implementing UN agencies and other relevant stakeholders		
		Final narrative report on completed all deliverables.		

4. Competencies: [Please elaborate]

1.1	Officially registered legal entity in Kyrgyzstan eligible of the assignment (Organization Charter, license and other supporting documents need to be attached to the proposal)
1.2	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)
1.3.	Relevance of: <ul style="list-style-type: none"> - Specialized knowledge of CSOs legislation, cooperatives - Specialized knowledge of the normative and policy framework in the area of gender equality and women's empowerment (GEWE) - Experience in implementing and coordinating of similar Programmes/Projects in conduction organizational assessment/diagnosys, organizing and facilitating trainings, management and grant support to CSOs.
1.4.	Quality assurance procedures are in place
1.5.	Experience of working with international and donor organizations
2.1. Team leader	
2.2.	Undergraduate (or equivalent) degree in social sciences or related field and supplementing course certificates in the field of finance, business administration, entrepreneurship (preferred)
2.3	Minimum five years of relevant professional experience with a strong technical focus on the rural area, community mobilization, income-generating activities in the context of rural area, cooperatives/producer associations, value chains, organizational development and assessment of CSOs
2.4	Experience and understanding of thematic gender related issues in local contexts
2.5	Previous work experience with UN agencies and/or international organisations
2.6	Proven experience in qualitative and quantitative research, namely, surveys, evaluations, assessments and producing analytical reports and extensive field experience
2.7	Fluency (written and spoken) in English, Kyrgyz and/or Russian
3.1. Field specialists (up to 3 persons)	
3.2.	At least a Bachelor's degree
3.3	1 st specialist: Minimum 3 years of experience in conducting fieldwork on assessments/diagnosys, evaluation studies etc. 2 nd specialist: Minimum 3 years of experience in conducting social mobilization, formation of SGHs and their Assosiations, on organizational development of producer's organization.

	3 rd specialist: Minimum 3 years of experience in conducting training and mentorship on business development.	
3.4	Experience in research-focused projects related to the issues of rural population	
3.5	Fluency in Russian and Kyrgyz. *Working level of Uzbek is an asset, but not a requirement	
4.1 Accountant		
4.2	Certification on accounting	
4.3	Minimum of two years of professional experience in accounting and finance.	
4.4	Fluency in Russian, working level in Kyrgyz. Working level of English is an asset	

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

Call for proposal

Description of Services: Organizational assessment and capacity-building of Producers' Organizations and development of community-based business-projects

CFP No. 2020-04

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 three customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2: Reference #3:
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 ²	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) 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

² In exceptional circumstances three years of history registration may be accepted and it must be fully justified.

³ [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 Implementing Partners

Section 2

FP No. (To be filled in by UN Women)

a. Instructions to proponents (Implementing Partners)

1. Introduction

- 1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner).
- 1.2. UNWOMEN is soliciting proposals from Civil society Organization (CSOs). **Business associations, research organizations, women's organizations or entities, who can conduct an organizational assessment, social mobilization and specialized trainings on income-generation 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 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.
- 1.6. 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.
- 1.7. 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.

2. 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.

3. 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.

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 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.
- 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

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 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.

6. 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.

7. 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 Russian with an English translation. 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 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: _____

- 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.

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.

9. 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.

10. Proposal currencies

All prices shall be quoted in (Local currency) ____ KGS _____

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.

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 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:

11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

11.2.1. 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 receives $(\$10.00/\$20.00) \times 30$ points = 15 points

Proponent B's price is \$20.00.

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/goods 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	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

13 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.

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 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 _____ years 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
CFP No. 2020-04

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).

Project No:	Project Name:												
Name of Proponent Organization:													
Brief description of Project													
<u>Project Start and End Dates:</u>													
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 outcomes 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 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, [security](#) 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.

Administrative expenses (not more than 30 %)

Expenditure Category	Month, [Local currency]	Month, [Local currency]	Total, [local currency]	KGS\$	% Total
1. Personnel					
2. Communications and etc.					
Total administrative costs					

Activity 1 Repeat this table for each activity.					
Expenditure Category	Month 1, [Local currency]	Month 2, [Local currency]	Total, [local currency]	KGS	% Total
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts			--		
5. Other costs ⁴					
6. Incidentals					
7. Other support requested			--		
8. Support Cost (not to exceed 4% or the relevant donor %)					
Total Cost for Project Output 2.1					

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)

⁴ "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

(Signature)

(Printed Name and Title)

(Date)

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 <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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
CFP No. 2020-04

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: KGS

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

- c. 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:
CFP No.

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
CFP No.

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	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy within six months;	

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	Optional

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	Optional

Client Relationship

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

